

**ASSISTANT SECRETARY OF THE NAVY FOR  
RESEARCH, DEVELOPMENT AND ACQUISITION  
ASN(RDA)**



**Department of the Navy (DON)  
Defense Acquisition Workforce  
Improvement Act (DAWIA) Operating Guide**

**June 24, 2014**




(This page intentionally left blank)

## Foreword

The Department of the Navy (DON) Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide is issued under the authority of DoD Instruction 5000.66, “Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” dated December 21, 2005 and SECNAVINST 5430.7Q, “Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy,” dated August 17, 2009. This Guide specifies the process for Acquisition Workforce management within DON. This Guide is effective immediately and is applicable to the Offices of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, commands, ships, and stations. It may be accessed through the Department of the Navy, [ASN\(RDA\) website](#).

DON has significant efforts underway to improve the development and professionalization of its Acquisition Workforce. These efforts are targeted to deliver a forward thinking Acquisition Workforce that is well-managed, highly trained and fully qualified to fill Critical and Key Leadership Positions. They are consistent with our Acquisition Workforce continuous improvement goals and implementation of USD(AT&L)’s Better Buying Power 2.0 initiatives to strengthen the Department’s buying power, improve industry productivity, and provide an affordable, value-added military capability to our Warfighters. The DON DAWIA Operating Guide is the framework for achieving these goals and initiatives. It touches every member of the workforce throughout all professional career stages.

This Guide replaces the version dated December 21, 2011. Major changes are identified on pages IV through VI. I trust that you’ll find it not only informative, but also clear and easy to use.



René Thomas-Rizzo

Director, Acquisition Career Management



## **MAJOR CHANGES AND CLARIFICATIONS**

- **Chapter 1 Introduction.** Adds Reserve Component policy at 1.2.2 and provides guidance which has been incorporated in appropriate sections of the Op Guide. Adds two new key references: 1.3.13 ACAT I/II PM Slating Panel Process Guidance,” and 1.3.14 KLPs and Qualification Criteria.” Section 1.4 cancels DON DAWIA Operating Guide dated December 21, 2011, and DACM Memo “PMT 401 and 402 Policy” dated January 11, 2013.
- **Chapter 4 Responsibilities and Authorities.** In 4.14, adds CAP waiver authority for Marine Corps military. Adds that the DACM approves the designation of enlisted AWF positions. Adds PERS-9 responsibilities for SELRES Navy acquisition officers.
- **Chapter 5 Key Leadership Positions (KLPs).** Updates mandatory KLPs. Adds for ACAT I and IA programs, mandatory KLPs should be dedicated to a single ACAT Program. Adds guidance for alignment of KLP Special Acquisition Assignment (SAA) and Position Category.
- **Chapter 6 Critical Acquisition Positions (CAPs).** Updates mandatory CAPs. Adds CAP waiver authority for Marine Corps military.
- **Chapter 8 Certification.** Identifies military positions in the Financial Management Career Program (FMCP) as an exception to certification level designation requirements (FMCP positions may be assigned to Level I or II). Adds that NADP participants must achieve Level II certification in their primary career field before pursuing other certifications. Requires that for Level I certifications, the approval authority must be at least Level II in the career field in which certification is requested. In Table 8-1, adds that Level III is not applicable to the Purchasing Career Field.
- **Chapter 9 Acquisition Corps.** Removes Navy Acquisition Corps Eligible selections from the administrative board process sponsored by PERS-447 and allows each of the Navy Unrestricted Line Officer (URL) communities to establish their own Acquisition Corps Eligible program as needed.
- **Chapter 10 Special Statutory Requirements for Acquisition Positions.** In Table 10-1, adds DRPMs and clarifies that required training courses for military contracting officers are based on the certification level of the position to which assigned, not the military officer’s rank.
- **Chapter 11 Waivers.** In 11.1, clarifies that a Position Waiver cannot exceed 24 months—removes “from date of assignment.” In 11.3.3, adds CAP waiver authority for Marine Corps military. In 11.4.2, adds that CAP and KLP Quarterly Waiver Reports are due to the DACM one month following the end of each quarter for the fiscal year, i.e., January 31, April 30, July 31, and October 31.
- **Chapter 12 Education.** In Table 12-1, adds note that AWF civilians serving in 0802, 0856 or 0895 positions may meet OPM education requirements in lieu of Level I education requirements and provides guidance on where to locate the OPM education requirements. In 12.3.2, clarifies that AWTAP is available to civilian AWF members—military apply for tuition assistance through their military tuition assistance programs.

- **Chapter 13 Training.** In 13.4.1, adds LCL courses to the Priority 1 list of courses for Active Duty Unrestricted Line Officers (URLs) who are Commander-Command screened. In 13.6, incorporates (with modifications) DACM memo dtd January 11, 2013, Subj. PMT 401 and PMT 402 Policy.
- **Chapter 14 Experience.** Clarifies how much of the assignment time can be credited towards acquisition experience when that experience was gained in a non-DoD organization. In 14.3.2, clarifies URL CO tour experience (up to 18 months) that may be credited towards acquisition-related experience. In 14.4, clarifies crediting acquisition related education toward experience.
- **Chapter 15 Continuous Learning (CL).** Explains the Continuous Learning Cycle (Timeframe). The first two-year period of the CL requirement for 80 hours is referred to as the "Initial Cycle." Clarifies that for reporting purposes, AWF members in their Initial Cycle are considered compliant for reporting purposes. Updates Table 15-1 creditable activities. In 15.4.7, clarifies that requests for CL points require supervisory review and approval.
- **Chapter 16 Selection Process for Program Oversight and Major Acquisition Command Positions.** Revises chapter to incorporate updated slating process guidance based on the ACAT I/II Program Manager Slating Panel Process Guidance signed by the ASN(RDA) March 12, 2012. In 16.6.3, (Experience), clarifies URL command tour experience (up to 18 months) that may be credited towards acquisition-related experience. In Table 16-1, adds that certification for Navy Major (non-ACAT I/IA/II) PM equivalents and CO/CDR of Major Acquisition Shore Commands must be Level II certified in the same acquisition career field that the position is coded.
- **Chapter 19 Naval Acquisition Development Program.** Aligns the chapter with recent Pathways Program guidance and implementation established by Executive Order (E.O.) 13562, 27 December 2010.
- **Chapter 21 Acquisition Position Designation.** In 21.2, Step 2, adds guidance for assigning Special Acquisition Assignments (SAAs) to KLPs. In Step 3, clarifies guidance so that it is consistent with Chapter 6, Critical Acquisition Positions. Updates Table 21-2 to include Navy military career field codes; adds that AWF civilians serving in 0802, 0856 or 0895 positions may meet OPM education requirements in lieu of Level I education requirements. Adds that ICPM, FE, and Purchasing Position Categories are not applicable to military. Adds that the designation of enlisted AWF positions must be approved by the DACM.
- **All appropriate Chapters and Appendices.** Incorporates SPRDE career field changes eliminating SPRDE-PSE, retitles SPRDE career field to "Engineering."
- **Appendix A.** Adds definition for Special Acquisition Assignment. Removes the definition of Technical Manager.
- **Appendix D.** Revises Quarterly Waiver Report for CAPs and KLPs.
- **Appendices E-G.** Updates appendices so that they align with ACAT I/II Program Manager Slating Panel Process Guidance signed by the ASN(RDA) March 12, 2012. Clarifies URL CO tour experience (up to 18 months) that may be credited towards acquisition-related experience.

- **Appendix H DON Civilian Acquisition Assignment Coding Sheet.** Adds name of employee and effective date of action to Coding Sheet, changes “Organization” to “UIC/Command Name,” provides guidance for designating positions as Non-CAP Developmental positions; adds a flow chart that shows Acquisition Position designation process with crib notes. In Section 3, adds that Level III is not applicable to the Purchasing career field.
- **Appendix M (New).** Adds DON PMT 401 Nomination Template referred to in Chapter 13.6.2.
- **Appendix N Position Category Descriptions (PCD).** Updates Navy Military Additional Qualification Designator (AQD) in PCDs. Updates PCDs.

CAREER FIELD	NAVY (MIL) AQD	CATEGORY CODE
BUS-CE	ABx	
FE	AFx	
Industrial and/or Contract Property Management	NONE	
PM-IA	AJx	A
PQM	AGx	
Purchasing	NONE	

## TABLE OF CONTENTS

RECORD OF CHANGES	ix
Quick Reference Guide for the Acquisition Workforce	xi
Chapter 1 Introduction	1-1
Chapter 2 Acquisition Workforce	2-1
Chapter 3 Command Acquisition Workforce Management Structure & Data Sources	3-1
Chapter 4 Responsibilities and Authorities	4-1
Chapter 5 Key Leadership Positions	5-1
Chapter 6 Critical Acquisition Positions	6-1
Chapter 7 Acquisition Positions	7-1
Chapter 8 Certification	8-1
Chapter 9 Acquisition Corps	9-1
Chapter 10 Special Statutory Requirements for Acquisition Positions	10-1
Chapter 11 Waivers	11-1
Chapter 12 Education	12-1
Chapter 13 Training	13-1
Chapter 14 Experience	14-1
Chapter 15 Continuous Learning	15-1
Chapter 16 Selection Process for Positions with ASN(RDA) Oversight and Major Acquisition Command Ashore Positions	16-1
Chapter 17 Selection Process for Acquisition Positions	17-1
Chapter 18 Individual Development Plan and Performance Appraisals	18-1
Chapter 19 Naval Acquisition Development Programs	19-1
Chapter 20 Contracting Professional Development Program	20-1
Chapter 21 Acquisition Position Designation	21-1
Appendix A Glossary of Terms	A-1
Appendix B Acronyms	B-1
Appendix C Waiver Summary Sheet	C-1
Appendix D Quarterly Waiver Report	D-1
Appendix E PEO/Command MPM Selection Endorsement Memo	E-1
Appendix F Slating Panel Metrics Sheet	F-1
Appendix G Candidate Information Sheet	G-1
Appendix H DON Civilian Acquisition Assignment Coding Sheet	H-1
Appendix I Critical Acquisition Position Service Agreement (KLP) DD2889	I-1
Appendix J Critical Acquisition Position Service Agreement (CAP) DD2888	J-1

Appendix K Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver DD2905	K-1
Appendix L Fulfillment of DoD Mandatory Training Requirement DD2518	L-1
Appendix M DON Nomination letter for PMT 401	M-1
Appendix N AT&L Workforce Position Category Descriptions	N-1



## RECORD OF CHANGES

Use this table to record interim changes as they are issued.

Change Date	Chapter/Section	Page(s)	Remarks

(This page intentionally left blank)

## **Quick Reference Guide for the Acquisition Workforce**

As a member of the Acquisition Workforce (AWF), i.e., an employee assigned to an acquisition designated position, you are responsible for meeting the DAWIA requirements of your position and maintaining currency in your career field.

Your supervisor is responsible for creating an environment that provides opportunities for you to develop and reach your full potential. This includes playing an active role in assisting and advising you on career development decisions, ensuring your education, training, and experience needs are included in your Individual Development Plan, providing for adequate time to pursue career development activities, and encouraging cross-functional training and assignments.

Basic tips for managing your acquisition career are covered below.

1. **Review Your Position.** For civilians, acquisition position information is found in your Position Description (PD). For military, acquisition position information is identified in your orders. Questions should be directed to your supervisor.
2. **Know Your Career Field and Certification Level.** Every acquisition position in DON must have a position category/career field and level specified. These two fields are the most essential for your knowledge, as they will drive your certification requirements, your development plan, your prioritization for DAU training, and your continuous learning requirements. For civilians, the acquisition position category/career field and certification level should be indicated on the Civilian Acquisition Assignment Coding Sheet attached to the Position Description (PD) and coded in the Defense Civilian Personnel Data System (DCPDS). If you are Navy or Marine Corps military, the position category/career field is included in the Additional Qualification Designation (AQD) code or Military Occupational Specialty (MOS); and certification level is determined by the billet rank. For detailed information refer to Chapter 21, Acquisition Position Designation.
3. **Review Your Certification Requirements.** The acquisition career field and level identified for your position form the basis for determining your certification requirements (education, training, and experience). For most AWF members these requirements must be met within 24 months of assignment or a waiver extending that timeframe must be granted to remain in the position. AWF members assigned to Key Leadership Positions (KLPs) must be certified at time of assignment. Certification requirements are periodically updated and can be found in the Defense Acquisition University (DAU) [iCatalog](#). Review them with your supervisor to determine what education, training, and experience you need. For detailed information refer to Chapter 8, Certification.
4. **Create an Individual Development Plan (IDP).** You are required to have an approved IDP. The IDP is a planning tool that allows you and your supervisor to identify and track your career objectives, including education, training or special experience needed to meet the certification requirements of your position. You and your supervisor should ensure that your IDP is kept up to date. For detailed information refer to Chapter 18, Individual Development Plans and Performance Appraisals.

5. **Apply for DAU Training.** To apply for DAU training, log onto [eDACM](#), select Manage Career/Training/Search for DAU Training. Alternative methods for meeting DAU training requirements may be accomplished through completing DAU-certified equivalent courses or applying for course fulfillment. For detailed information refer to Chapter 13, Training.
6. **Apply for Certification.** Once you meet training, education, and experience requirements, you may apply for certification by logging onto [eDACM](#)/Manage Career/Certification/Manage Certification Requests. After you've achieved the certification required for your position, you are encouraged to pursue higher level certifications in your career field and certifications in other career fields. For detailed information refer to Chapter 8, Certification.
7. **Meet Continuous Learning (CL) Requirements.** To maintain currency in acquisition and leadership skills, you are required to obtain 80 CL points every two years. Completion of certification training counts toward CL points, along with other acquisition-related activities. Log onto [eDACM](#), select Manage Career/DON Continuous Learning to request CL points and apply for Navy-sponsored CL events. For detailed information refer to Chapter 15, Continuous Learning.
8. **Become a Member of the Acquisition Corps.** If your career goals include acquisition management and leadership, Acquisition Corps membership is important because it is needed at the time of assignment to Critical Acquisition Positions and Key Leadership Positions. If you are a civilian, you may apply for Acquisition Corps membership when you are at the GS-13 (or equivalent) grade or higher and meet Acquisition Corps eligibility requirements. Log onto [eDACM](#), select Manage Career/Acquisition Corps/Manage Acquisition Corps Requests. Marine Corps officers at the O-4 level and above may apply via [eDACM](#). Navy officers at the O-4 level or above apply through an Administrative Board. Information about administrative boards may be found on the [Naval Personnel Command \(NPC\) website](#). For detailed information refer to Chapter 9, Acquisition Corps.
9. **Know Where To Seek Assistance.** Major acquisition commands have an established structure for DAWIA program execution. Employees should seek assistance from supervisors and DAWIA points of contact within the command before contacting other sources. DAWIA contact information is found on the [DACM website](#). Additionally, information can be found in [eDACM](#) on your DAWIA transcript. Questions regarding information in eDACM may be directed to the [eDACM Support Team](#). The eDACM Support Team provides day-to-day operation and management of the eDACM system and function as a first line of support to the AWF for questions related to eDACM and DAWIA.
10. **Resources.** The DON [DACM website](#) contains policy documents, operating guidelines, career management updates, education and training opportunities, the DACM Quarterly Newsletter, and more. The [eDACM](#) website is the DON's centralized system for managing your acquisition career. The personalized dashboard provides a snapshot of your progress in meeting acquisition position requirements. eDACM allows you to:
  - View your DAWIA Transcript
  - Apply for DAU Training and Travel Funding

- Apply for DON Sponsored Continuous Learning (CL) Events and request CL points
- Apply for the Acquisition Workforce Tuition Assistance Program (AWTAP)
- Apply for Career Field Certification
- Apply for the Acquisition Corps

(This page intentionally left blank)

## **Chapter 1 Introduction**

### **1.1 Overview**

The Department of the Navy (DON) Defense Acquisition Workforce Improvement Act (DAWIA) Program is a career development and management program established to implement provisions of the DAWIA (PL 101-510), and associated Department of the Defense (DoD) regulations.

### **1.2 Applicability**

1.2.1 The DAWIA Operating Guide provides guidance for:

- DON Acquisition Workforce (AWF), i.e., civilian and military workforce members assigned to acquisition positions.
- Military Reserve Full Time Support (FTS) positions are treated as Active Duty throughout this guide.
- Direct-hire Foreign Nationals (FNs) assigned to Contracting and Purchasing positions only for the purpose of DAU training in Contracting and Purchasing.
- Individuals who would like to compete for acquisition positions.
- Managers and supervisors of Acquisition Workforce members.
- Administrators of AWF career management programs such as recruitment, selection, career development, retention, or strategic planning.

1.2.2 Selected Reserve Component Guidance:

- Selected Reservist (SELRES) community managers must coordinate SELRES certification and waiver requests with the Office of the Director, Acquisition Career Management (DACM) for approval.
- SELRES AWF positions may be designated at Level I or II only, they may not be designated as Critical Acquisition Positions (CAPs).
- SELRES AWF members receive Priority 2 for DAU training required by their position. The Reserve Component funds travel and per diem.
- SELRES AWF members' certification may only be requested in the career field of their current position and at no higher than the level required of the position.
- SELRES are not eligible for membership in the Acquisition Corps. SELRES who are activated or deployed to fill a Level III or CAP billet will be handled on a case-by-case basis by working directly with the DACM office.

1.2.3 The provisions of this Guide do not apply to persons assigned to:

- Wage Grade positions.
- Non-appropriated funded positions.

- FNs except for those identified in 1.2.1 above.
- Clerical positions.
- Civilian positions in the 1106 occupational series and comparable military.
- Executive Schedule Positions (not to be confused with Senior Executive Service positions).
- Non-managerial positions that are primarily involved in basic research and applied research/exploratory development programs, e.g., bench scientists at Navy laboratories.
- Civilian Student Trainee positions, i.e., positions in occupational series ending in “99.”

### **1.3 Key References**

- 1.3.1 Defense Acquisition Workforce Improvement Act (DAWIA), Title 10, USC, Chapter 87, [Sections 1701-1764](#).
- 1.3.2 Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program dated January 12, 2005, [DoD Directive 5000.52](#).
- 1.3.3 Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions dated November 1, 1991, [DoDI 5000.55](#).
- 1.3.4 “Operation of the Defense Acquisition Workforce Education, Training and Career Development Program” dated December 21, 2005, [DoD Instruction 5000.66](#).
- 1.3.5 “DoD – A Desk Guide for Acquisition, Technology, and Logistics Career Management” dated January 10, 2006, [DoD Desk Guide for Acquisition, Technology and Logistics](#).
- 1.3.6 “Department of the Navy (DON) Managers’ Internal Control (MIC) Program” dated November 8, 2006, [SECNAV Instruction 5200.35E](#).
- 1.3.7 “Department of the Navy Acquisition, Logistics and Technology Workforce Management, Oversight, and Stewardship” dated July 22, 2009, [SECNAV Instruction 5300.38](#).
- 1.3.8 “Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy” dated August 17, 2009, [SECNAV Instruction 5430.7Q](#).
- 1.3.9 “Identification of Major Program Manager Billets” dated March 4, 2007, OPNAVINST 1211.8C.
- 1.3.10 Defense Acquisition Workforce Development Fund (Section 852) Implementation Guidance dated October, 21, 2010, [Section 852 Legislation & Policy](#).
- 1.3.11 Naval Acquisition Development Program (NADP) Operating Guide dated March 2014, [NADP Operating Guide](#).



- 1.3.12 Department of the Navy Acquisition Workforce Tuition Assistance Program (AWTAP) Policy dated May 1, 2014, [AWTAP](#).
- 1.3.13 “[ACAT I/II Program Manager Slating Panel Process Guidance](#)” ASN(RDA) memo dated March 12, 2012.
- 1.3.14 “Key Leadership Positions and Qualification Criteria,” USD(AT&L) Memo dated November 8, 2013.

#### **1.4 Cancellations**

- 1.4.1 DON Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide dated December 21, 2011.
- 1.4.2 DACM Memorandum “PMT 401 and 402 Policy” dated January 11, 2013.

## Chapter 2 Acquisition Workforce

### 2.1 Overview

The DON Acquisition Workforce is comprised of approximately 53,000 civilian and military members. Strategies to strengthen the capability and capacity of this workforce continue to be a major element of acquisition reform and significant efforts are on track to shape and improve the quality with a focus of having the right people, in the right job, at the right time.

### 2.2 Key Leadership Positions

The DON Defense Acquisition Workforce Improvement Act (DAWIA) Program focuses on the development of an Acquisition Workforce (AWF) with the skills and attributes required to effectively manage the defense acquisition process. The program requires substantial education, training and experience designed to create a cadre of highly skilled acquisition professionals ready for assignment to the Navy's and Marine Corps' most senior acquisition positions – called Key Leadership Positions (KLPs). These positions are expected to be filled by acquisition personnel at grade levels equal to or higher than those serving in Critical Acquisition Positions (CAPs).

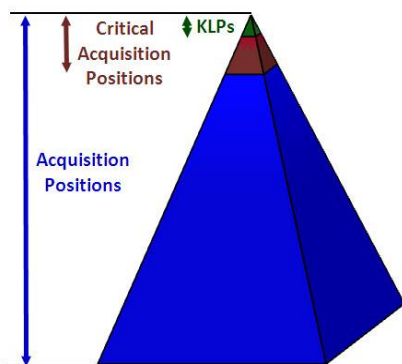


Figure 2-1 AWF Pyramid

As illustrated in Figure 2-1, KLPs make up less than one percent of the AWF. These positions require special ASN(RDA) and USD(AT&L) attention, have significant leadership responsibilities, are held by personnel in the most demanding acquisition positions, and are critical to the success of our acquisition programs. These positions are designated by ASN(RDA) based on recommendation from the leadership of DON's major acquisition organizations. They include such positions as Program Executive Officers (PEOs), ACAT I/II Program Managers (PMs) and Deputy PMs (DPMs), Senior Contracting Officials, and certain ACAT I/II mandatory functional leads. They have the most demanding education, training and experience requirements mandated by DAWIA statute and DOD/DON policy, and have a three or four-year tenure obligation.

### 2.3 Critical Acquisition Positions

Critical Acquisition Positions (CAPs) are senior acquisition positions with significant responsibility, primarily involving supervisory or management duties, in acquisition systems. They include such positions as ACAT III/IV PMs and Deputy PMs (DPMs), Commanders, Deputy Commanders, and Technical Directors at Warfare Centers. Their education, training and experience requirements are geared toward preparing them to assume KLPs. Among the requirements are Acquisition Corps membership and Level III certification. All CAPs have a three-year tenure obligation.

### 2.4 Acquisition Positions

The platform of the AWF Pyramid in Figure 2-1 reflects the largest composition of AWF members - persons assigned to developmental and journeyman level acquisition positions. These individuals are assigned to positions in which at least 50% of their responsibilities are acquisition

related in one of the acquisition career fields, e.g., Contracting; Life Cycle Logistics; Program Management; Engineering; and Facilities Engineering. All AWF members have training and experience requirements. Some have education requirements depending on their career fields. In order to ensure AWF members maintain currency in their career field, they have a continuous learning requirement.

## Chapter 3 Command Acquisition Workforce Management Structure & Data Sources

### 3.1 Overview

Major Acquisition Commands and other organizations with significant acquisition functions must have a clearly defined management structure to support the implementation of DAWIA within the organization as depicted in Figure 3-1, Major Acquisition Command DAWIA Management Structure. The following provides broad guidance on the roles and responsibilities within the DAWIA management structure.

The DAWIA management structure can be incorporated into an actual or virtual organizational structure. Roles and responsibilities at different levels may be consolidated if appropriate and may be collateral duties.

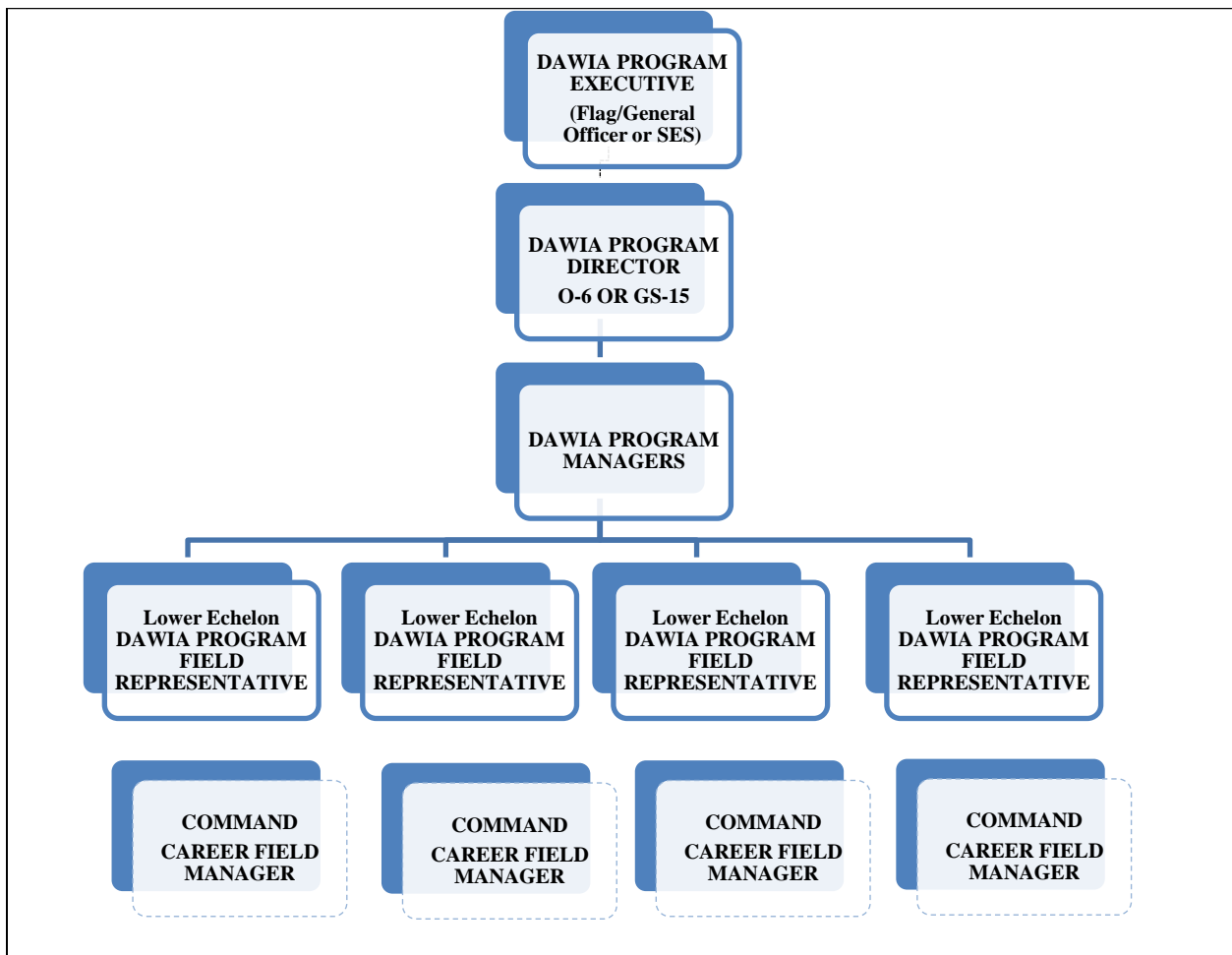


Figure 3-1 Typical Major Acquisition Command DAWIA Management Structure

### 3.2 DAWIA Management Structure

3.2.1 DAWIA Program Executive. The Program Executive, typically a Flag/General Officer or Senior Executive Service (SES) member, is the

Echelon I or II Commander's lead agent for DAWIA policies and programs. The Program Executive, supported by a headquarters' organization, a command-level board, an integrated product team or a similar body authorized by the Commander, is responsible to the head of the command (e.g. the Systems Commander) for the overall implementation, compliance and health of the DON DAWIA program.

3.2.2 DAWIA Program Director. The DAWIA Program Director (DPD), typically at the O-6 or GS-15 (or equivalent) level, is the DAWIA subject-matter expert within the command. The DPD represents the Program Executive on acquisition workforce matters. The Program Director:

- Executes the program, command-wide, in accordance with DON DAWIA program policies and guidance, and broad direction established by the Command's DAWIA Program Executive.
- Works directly with DACM senior staff to obtain clarification and make recommendations on DON DAWIA policies and programs, resolve issues and provide feedback on how well the program is working to support their command.

3.2.3 DAWIA Program Managers. DAWIA Program Managers support the DAWIA Program Director and Program Executive by managing one or more aspects of the DON DAWIA Program for the command and may serve as the Command representative for programs such as the Naval Acquisition Development Program (NADP), Career Field Certification, Continuous Learning, Acquisition Corps Membership or any other areas established by the command structure.

3.2.4 DAWIA Program Field Representatives. These individuals work at field activities and are responsible for the day-to-day execution for one or more of the DAWIA programs at their activity. Field representatives:

- Implement command guidance and ensure that Acquisition Workforce (AWF) members understand DON DAWIA program requirements.
- Provide feedback to the DAWIA Program Manager and activity leadership on the health of the DON DAWIA program at their activity, identifying areas of concern and matters that need the Program Manager's and/or activity's attention.

3.2.5 Career Field Managers. Support the members of the Naval Acquisition Development Program from the reporting activity/command.

### **3.3 Data Sources**

3.3.1 Acquisition Workforce (AWF) data is critical to the Department of Navy's reporting, management, and strategic planning of the AWF.

3.3.2 [eDACM](#) is the Department of Navy's acquisition career management system. It includes modules for updating an employee's profile, registering for DAU courses, applying for tuition assistance, tracking continuous learning, applying

for career field certification, and more. Because all of these career management transactions depend on the accuracy of data originating in other, authoritative sources, it is important to understand those sources and the shared responsibility for the quality of AWF data. Figure 3-2 below depicts data sources external to the DACM office feeding into eDACM Management Information System (MIS). The MIS is another component of eDACM, known for its reporting and analytic capabilities, but (as depicted below) is also the integrator of external data sources, providing profile and transcript information critical to the transactional side of eDACM. Whether considering external AWF data, such as the career field and certification level required of the position, or eDACM data, like the training course completions and certifications earned, the responsibility for maintaining the completeness and accuracy of AWF data is shared across managers, supervisors, employees and manpower/personnel support staff.

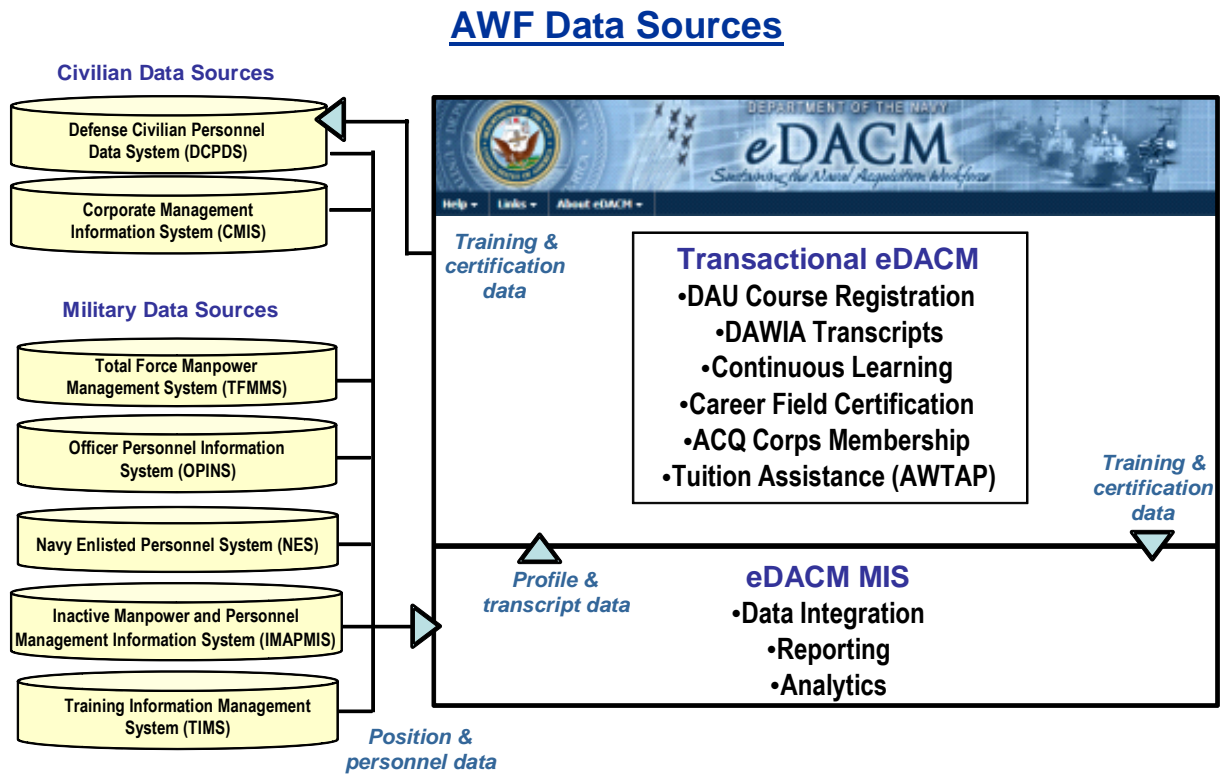


Figure 3-2 AWF Data Sources

## **Chapter 4 Responsibilities and Authorities**

### **4.1 Overview**

This chapter identifies the responsibilities and authorities delegated to Department of Defense (DoD), and Department of the Navy (DON) principals for overseeing and executing the DON Defense Acquisition Workforce Improvement Act (DAWIA) Program.

### **4.2 DoD AT&L Workforce Senior Steering Board (SSB)**

The SSB, chaired by the Under Secretary of Defense (Acquisition, Technology and Logistics (USD(AT&L))), oversees the execution of the Acquisition, Technology and Logistics Education, Training, and Career Development Program. The SSB ensures uniform program execution across DoD. Membership includes:

- 4.2.1 Service Acquisition Executives (SAEs) of the Military Departments.
- 4.2.2 Representatives designated by the SAEs outside of the Military Departments.
- 4.2.3 Functional Leads (FLs).
- 4.2.4 Director, Human Capital Initiatives, OUSD (AT&L) serves as the SSB Executive Secretary.
- 4.2.5 Others as the USD(AT&L) considers appropriate, such as:
  - Deputy Under Secretary of Defense for Civilian Personnel Policy.
  - Deputy Under Secretary of Defense for Military Personnel Policy.
  - Defense Acquisition Board Advisors not otherwise represented.
  - Comptroller.

### **4.3 DoD AT&L Workforce Management Group (WMG)**

- 4.3.1 The mission of the WMG is to administer and guide the implementation and integration of initiatives and policy by the Under Secretary of Defense (USD) Acquisition, Technology, and Logistics (AT&L) under DAWIA, implementing policy and programs in support of the related Acquisition Workforce, and initiatives to support other DoD workforce elements in their performance of duties which are closely related to acquisition processes. The WMG provides assistance, oversight, and review of the Defense Acquisition Workforce Education, Training, and Career Development Program to ensure integration of enterprise initiatives and to advise the SSB on workforce matters.
- 4.3.2 The WMG is chaired by the Director, Human Capital Initiatives (HCI). Membership includes the Directors, Acquisition Career Management; Functional Leads, and representatives from the Defense Acquisition University (DAU).

### **4.4 DoD Functional Leads (FLs)**

USD(AT&L) appoints Functional Leads to serve as senior subject matter experts for their acquisition functional areas. FLs establish position category descriptions; education, training,

and experience requirements; career field competency standards; certification standards and course content requirements. These functions are carried out in collaboration with the Defense Acquisition University, the Directors of Acquisition Career Management, and other stakeholders, as required, to ensure they meet overarching Defense needs and are uniform in their integration and execution across the Defense enterprise.

#### **4.5 DoD Functional Integrated Product Teams (FIPTs)**

Each Functional Lead charters a FIPT to provide advice and support, and appoints a representative to serve as the chair. FIPT membership includes Component, DAU, and other representatives as needed.

#### **4.6 Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA))**

The ASN(RDA) serves as the responsible and accountable authority for DON AWF management, oversight, and stewardship and provides broad executive oversight of the DON DAWIA Program, ensuring that it meets the overarching needs of the Navy/Marine Corps team. The ASN(RDA):

- 4.6.1 Designates/oversees Key Leadership Positions (KLPs); sets KLP tenure requirements.
- 4.6.2 Approves designation of Major Program Manager equivalent positions (refer to OPNAVINST 1211.8C dated March 4, 2007).
- 4.6.3 Approves selections for Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), and Acquisition Category (ACAT) I/II PM positions.
- 4.6.4 The ASN(RDA), via the Director, Acquisition Career Management (DACM), is the waiver approving authority for the following positions:
  - All acquisition Flag, General Officer (GO), Senior Executive Service (SES).
  - The following KLPs:
    - Program Executive Officer (PEO), Deputy Program Executive Officer (DPEO)/Program Executive Officer, Executive Director (PEO ED).
    - Direct Reporting Program Manager (DRPM) and Deputy Direct Reporting Program Manager (DDRPM).
    - ACAT I/IA Program Manager (PM) and Deputy PM (DPM).
    - ACAT II PM and DPM.
  - Navy Major Program Managers and Commanders/Commanding Officers of Major Acquisition Shore Commands.

#### **4.7 ASN(RDA) Principal Military Deputy (PMD)**

- 4.7.1 Serves as the ASN(RDA) Principal Deputy for executive oversight and leadership of the military AWF.



- 4.7.2 Serves as the Co-chair of the Acquisition Career Field Council (ACC), which provides oversight for DON Acquisition Enterprise competencies and capabilities.

#### **4.8 ASN(RDA) Principal Civilian Deputy (PCD)**

- 4.8.1 Serves as the ASN(RDA) Principal Deputy for executive oversight and leadership of the civilian AWF.
- 4.8.2 Serves as the Co-chair of the Acquisition Career Field Council (ACC), which provides oversight for DON Acquisition Enterprise competencies and capabilities.

#### **4.9 Director, Acquisition Career Management (DACM)**

The DACM is the focal point in DON for the management, development and sustainment of the AWF and provides policy guidance on matters associated with DAWIA implementation. The DACM:

- 4.9.1 Serves as the direct advisor to the ASN(RDA) on all matters pertaining to education, training and career development.
- 4.9.2 Serves as an advocate for DON AWF interfacing with the Office of the Secretary of Defense.
- 4.9.3 Oversees the execution of the Naval Acquisition Development Program (NADP).
- 4.9.4 Develops strategies and policies to ensure AWF requirements are aligned with planned acquisition workload, documented in a common staffing framework and communicated in the Program Objective Memorandum and the Planning, Programming, Budgeting and Execution processes.
- 4.9.5 In coordination with community leaders, implements acquisition community management stewardship processes; establishes and participates on DON and DoD forums, e.g., boards and working groups; and designates senior level representatives to advise on matters that affect the education, training, career development, and overall management of the AWF.
- 4.9.6 Manages the Defense Acquisition Workforce Development Fund (Section 852).
- 4.9.7 Oversees Key Leadership Positions (KLPs). Collaborates with DoD and other Services to implement statutory requirements, serves in an advisory role at ACAT I/II PM slating panels and advises the ASN(RDA) on sufficiency of ACAT I/II PM assignment packages.
- 4.9.8 Manages acquisition career development programs and opportunities, including Certification, Continuous Learning, Acquisition Workforce Tuition Assistance, Naval Acquisition Development Program, the Dwight D. Eisenhower School for National Security and Resource Strategy (formerly ICAF), and the SECNAV Corporate Fellowship Program.
- 4.9.9 Oversees eDACM to support workforce management, performance measures and reporting requirements.

- 4.9.10 Grants career field certification to acquisition Flag Officers, General Officers (GOs) and Senior Executive Service (SES) members.
- 4.9.11 Grants Acquisition Corps membership to acquisition Flag/GO and SES members.
- 4.9.12 Approves waivers for:
  - KLPs that are not identified in 4.6.4 above.
  - Navy Military CAPs except those that are comparable to civilian 1102s, and Contracting Officers with warrants above the Simplified Acquisition Threshold addressed in 4.15.
- 4.9.13 Approves SELRES certification and waiver requests.
- 4.9.14 Approves the designation of enlisted AWF positions on a case-by-case basis.

#### **4.10 Director, Naval Acquisition Career Center (NACC)**

- 4.10.1 Manages the Naval Acquisition Development Program (NADP). The purpose of the program is to develop highly skilled professionals to meet projected DON AWF requirements.
- 4.10.2 Executes elements of the DON DAWIA Program under the direction of the DACM, including:
  - The Naval Acquisition Development Program.
  - DAU training (registration, quota management and travel).
  - Continuous Learning.
  - The Acquisition Workforce Tuition Assistance Program (AWTAP).

#### **4.11 DON National Career Field Leads**

- 4.11.1 The ASN(RDA) Principal Civilian Deputy appoints functional leads to serve as senior subject matter experts for their respective functional area. A functional area includes one or more acquisition career fields as follows: Program Management; Engineering; Test and Evaluation; Logistics; Contracting; Business-Financial Management; Business-Cost Estimating, Science and Technology; and Facilities Engineering.
- 4.11.2 The DON National Career Field Leads provide advice and support to the ASN(RDA) and serve as the DON representative on DoD FIPTs for their respective functional areas.

#### **4.12 Naval Acquisition Career Field Council (ACC)**

The Naval Acquisition Career Field Council is a cross-competency group co-chaired by the ASN(RDA) Principal Civilian and Principal Military Deputies that:

- 4.12.1 Recommends naval policy to ensure the AWF can meet acquisition and technical program requirements.
- 4.12.2 Advocates for acquisition and technical community competencies.

- 4.12.3 Provides oversight to the Naval Acquisition Enterprise competencies and capabilities.
- 4.12.4 Promotes acquisition professional development.
- 4.12.5 Validates adequacy of acquisition training and education.

### **4.13 Heads of Echelon I and II Organizations**

Chief of Naval Operations, Systems Commands, and other Echelon I and II organizations implement a management structure to oversee and execute the following authorities and responsibilities. These authorities may be further delegated.

- 4.13.1 Ensure AWF members meet all DAWIA statutory training and certification requirements.
- 4.13.2 Designate an organization to integrate DAWIA program activities and ensure consistent program execution.
- 4.13.3 Appoint a DAWIA Program Executive, DAWIA Program Director, DAWIA Program Manager(s), and DAWIA representatives within their headquarters and field activities to oversee and manage program operations.
- 4.13.4 Incorporate the AWF as an assessable unit of the echelon Managers' Internal Control Program (see [SECNAV Instruction 5200.35E, Department of the Navy \(DON\) Managers' Internal Control Program](#)).
- 4.13.5 Include position validation as an assessable unit and statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance.
- 4.13.6 Designate military and civilian acquisition positions in the authoritative system (Navy TFMMS/Marine Corps TIMS, Civilian DCPDS) and assign individuals to those positions in accordance with the provisions of this Operating Guide.
- 4.13.7 Validate acquisition position designations prior to recruitment, during reorganizations, or when the duties and responsibilities of the position change.
- 4.13.8 Approve certifications for AWF members, except acquisition Flag Officers and SES.
- 4.13.9 Grant Acquisition Corps membership to civilians, except SES.
- 4.13.10 Approve civilian CAP (non-KLP) waivers except:
  - SES, which are approved by the ASN(RDA) via the DACM.
  - 1102 series positions and Contracting Officers with warrants above the Simplified Acquisition Threshold (SAT); which are approved by the Senior Contracting Official.
  - Commands may delegate CAP approving authority to acquisition Flags/GOs/SES only.

- 4.13.11 CAPs should be reviewed on a case-by-case basis for possible rotation after the individual has completed five years in the position. Rotation is encouraged for career development.
- 4.13.12 Nominate Major Program Manager billets to the ASN(RDA) via the DACM. OPNAVINST 1211.8C - provides a standard method for identifying these billets.

#### **4.14 Commandant of the Marine Corps (CMC)**

In addition to authorities identified in 4.13 above, approves career field certifications, CAP waivers for Marine Corps military\*, and Acquisition Corps memberships for Marine Corps military, except for General Officers and SES which are approved by the DACM. Authorities may be further delegated.

\*Note that the approving authority for CAP waivers for military comparable to 1102s and Contracting Officers with warrants above SAT is the Senior Contracting Official. This authority may not be further delegated (see 4.15 below).

#### **4.15 DON Senior Contracting Officials (SCOs)**

- 4.15.1 DON SCOs for each contracting activity, including the Naval Field Contracting System, as defined by the Defense FAR Supplement (DFARS), Subpart 202.1, are delegated waiver authority for non-KLP 1102s (and comparable military) and Contracting Officers with warrants above the Simplified Acquisition Threshold.
- 4.15.2 This authority may not be further delegated.

#### **4.16 Navy Personnel Command, Professional Acquisition Workforce Management Branch (PERS-447)**

- 4.16.1 Serves as the focal point for Active Duty Navy Officers, through the O-6 rank, for acquisition career management issues.
- 4.16.2 Provides acquisition career counseling.
- 4.16.3 Oversees Acquisition Corps Selection Board matters.
- 4.16.4 Oversees certifications to ensure accuracy and to ensure Navy-wide consistency in crediting experience.
- 4.16.5 Ensures statutory and regulatory acquisition requirements are met.
- 4.16.6 Endorses and processes position and tenure waivers.
- 4.16.7 Approves certifications for those, through the O-6 rank, who are not assigned to acquisition positions.

#### **4.17 Navy Personnel Command, Officer Community Management Branch (BUPERS-31)**

- 4.17.1 Serves as the focal point for Active Duty Navy Acquisition Corps Officer Community Management.
- 4.17.2 Reviews all changes to acquisition billets. Approves changes to KLP acquisition billets upon direction from DACM, ASN(RDA).

- 4.17.3 Manages the acquisition billet base across all designators to ensure that adequate opportunities exist for training, certification and promotion through the O-6 rank.
- 4.17.4 Provides coordinated policy inputs (from across all designators) to OPNAV N1/N13 and DACM on Acquisition Corps matters.
- 4.17.5 Coordinates with PERS-447 as required for Acquisition Corps Selection Board matters and Acquisition Corps personnel matters.
- 4.17.6 Coordinates with PERS-447 to provide Acquisition Corps status reports and analysis to DACM.

#### **4.18 Navy Personnel Command, Reserve Personnel Management Branch (PERS-9)**

- 4.18.1 Serves as the focal point for Selected Reserve (SELRES) Navy acquisition Officers for experience issues.
- 4.18.2 Assesses and validates SELRES officer education and acquisition experiences to ensure accuracy and consistency in crediting a member's education and experience.
- 4.18.3 Ensures acquisition requirements are met.
- 4.18.4 Provides acquisition career counseling.
- 4.18.5 Enters acquisition Additional Qualification Designator (AQD) into member's record upon receipt of eDACM notification.

#### **4.19 Acquisition Workforce (AWF) and Supervisors**

The AWF managers and supervisors are instrumental to the success of the DAWIA Program. The completion of DAWIA program goals and requirements of assigned AWF members is to be included in the performance plans and appraisals for both AWF members and their supervisors. In addition to customary supervisory duties, the AWF Supervisor should:

- 4.19.1 Become familiar with this Guide and how it applies to management of the AWF.
- 4.19.2 Ensure that acquisition positions for their employees are properly designated and coded in official personnel/manpower systems.
- 4.19.3 Play an active role in assisting and advising AWF members on career development decisions, ensuring that education, training and experience needs are captured in the employee's Individual Development Plan (IDP).
- 4.19.4 Provide an opportunity for on-the-job training through assignment of commensurate levels of work focused on employee development.
- 4.19.5 Review and process AWF member requests for Defense Acquisition University (DAU) training, Continuous Learning Points, Career Field Certification, Acquisition Corps, and Acquisition Workforce Tuition Assistance in a timely manner.

- 4.19.6 Ensure AWF members are provided adequate time during duty hours to pursue career development activities and encourage cross-functional training/assignments.

## **Chapter 5 Key Leadership Positions**

### **5.1 Overview**

Key Leadership Positions (KLPs) are senior acquisition positions that require special ASN(RDA) and USD (AT&L) attention with regard to qualifications and accountability. They are expected to be filled by active duty military personnel at the O-6 level or GS-15 civilian equivalents or higher. Exceptions may be authorized for individuals at the O-5 or GS-14 level on a case-by-case basis. Individuals assigned to KLPs have a significant level of responsibility and are key to the success of a Major Defense Acquisition Program (MDAP)/Major Automated Information System (MAIS) or effort.

### **5.2 Designation Criteria**

Within DON, the following positions must be designated as KLPs in the Position Category associated with the lead function. For ACAT I and IA programs, the incumbents of these positions should be dedicated to a single ACAT Program.

- 5.2.1 Program Executive Officer (PEO) and Deputy Program Executive Officer (DPEO)/PEO Executive Director (PEO ED).
- 5.2.2 Direct Reporting Program Manager (DRPM) and Deputy Direct Reporting PM (DDRPM).
- 5.2.3 ACAT I/IA PM (PM) and Deputy PM (DPM).
- 5.2.4 ACAT II PM and DPM.
- 5.2.5 Senior Contracting Official (SCO).
- 5.2.6 ACAT I/IA/II Program Lead-Systems Engineer/Chief Engineer.
- 5.2.7 ACAT I/IA/II Program Lead- Business Financial Manager.
- 5.2.8 ACAT I/IA Program Lead-Logistics (Product Support Manager).
- 5.2.9 ACAT I/IA Program Lead- Chief Developmental Tester.

The following lead positions on MDAP/MAIS programs must be designated KLPs when the function is required based on the phase or type of acquisition program. These lead positions may be associated exclusively with a single program or be shared across multiple programs.

- 5.2.10 ACAT I/IA/II Program Lead – Contracting Officer.
- 5.2.11 ACAT I/IA/II Program Lead – Cost Estimator.
- 5.2.12 ACAT I/IA Program Lead – Production, Quality, and Manufacturing.
- 5.2.13 ACAT I/IA Program Lead – Information Technology.
- 5.2.14 Other senior leadership positions may be designated as KLPs based on recommendations from DON’s major acquisition commands and approval by ASN(RDA).

### 5.3 Special Acquisition Assignments

A Special Acquisition Assignment (SAA) specifies which role (identified in 5.2 above) is associated with the key leadership position. SAAs must align with the Position Category, as shown in Table 5-1.

Special Acquisition Assignment (SAA) ←	→ Position Category
Program Executive Officer (PEO), Program Executive Officer, Executive Director (PEO, ED) Direct Reporting Program Manager (DRPM)	Program Management
Deputy Program Executive Officer (DPEO), Deputy Direct Reporting Program Manager (DDRPM)	
Program Manager (PM)	
Deputy PM (DPM)	
Program Lead – Systems Engineer/Chief Engineer	
Senior Contracting Officer (SCO)	Engineering
Program Lead – Contracting Officer	Contracting
Program Lead – Cost Estimator	
Program Lead – Business Financial Manager	BUS-Cost Estimating
Program Lead – Logistics (Product Support Manager)	BUS-Financial Management
Program Lead – Chief Development Tester	Logistics
Program Lead – Production, Quality, and Manufacturing	Test and Evaluation
Program Lead – Information Technology	Production, Quality, & Manufacturing
	Information Technology

**Table 5-1 KLP Special Acquisition Assignment-Position Category Alignment**

### 5.4 Position Requirements

- 5.4.1 Acquisition Corps Membership. Upon selection to a KLP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver.
- 5.4.2 Special Statutory Requirements. Most KLPs, e.g., Program Executive Officers, ACAT I/IA/II PMs/DPMs, and Senior Contracting Officials, have to meet Special Statutory Requirements. Individuals must meet all Special Statutory Requirements that apply or obtain a position waiver upon assignment with the following exception: Acquisition Corps members selected for PEO, ACAT I/IA PM and DPM, and ACAT II PM and DPM have a 6-month period from tenure start date to complete PMT401 and PMT402. This 6-month grace period does not apply to any other Special Statutory Requirement. For more information refer to Chapter 10, Special Statutory Requirements.
- 5.4.3 Certification. All KLPs require Level III certification in the career field associated with the KLP upon assignment. See Chapter 8 for additional information regarding certification.
- 5.4.4 Tenure Obligation
  - For KLPs except ACAT I/IA PMs and DPMs, the tenure is three years.
  - For ACAT I/IA PM and DPMs, the tenure agreement shall correspond to the major milestone closest to 4 years, unless exceptional circumstances merit a tailored tenure period approved by the ASN(RDA). The tenure period will be identified as part of the assignment approval process.



- The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement. The Critical Acquisition Position Service Agreement Key Leadership Position (KLP) Form ([DD 2889](#)) is used to document the KLP tenure agreement. A copy of the executed agreement must be provided to the DACM upon assignment.
- 5.4.5 Continuous Learning. Individuals in KLPs must earn a minimum of 80 Continuous Learning points (CLPs) every two years. Additional guidance on earning CL points is found in Chapter 15, Continuous Learning.
- 5.4.6 Five-Year Rotation Review. For ACAT I/IA/II PMs (including *Special Interest Programs*), rotation occurs upon completion of the tenure requirement unless previously approved by ASN(RDA) (see Chapter 16.4.3). Other KLPs should be reviewed by commands on a case-by-case basis for possible rotation after an individual has completed five years in the position. Rotation is encouraged for career development.

## 5.5 Approving Authorities

- 5.5.1 ASN(RDA), via the DACM, approves KLP designation and assignments for the following:
- PEO, DRPM, and ACAT I/IA/II PM Positions. ASN(RDA) must consult with USD(AT&L) on PEO and ACAT ID PM selections.
  - DPEO, DDRPM, and ACAT I/IA/II DPMs positions when a waiver is required.
- 5.5.2 Commands approve all other KLP assignments when waivers are not required.

## 5.6 Waivers

- 5.6.1 A waiver ([DD 2905](#)) is required when an individual does not meet position requirements. The waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position.
- 5.6.2 ASN(RDA) approves waivers via the DACM for the following KLPs:
- Program Executive Officer (PEO), Deputy Program Executive Officer (DPEO)/Program Executive Officer, Executive Director (PEO ED).
  - Direct Reporting Program Manager (DRPM) and Deputy Direct Reporting PM (DDRPM).
  - ACAT I/IA PM (PM) and Deputy PM (DPM).
  - ACAT II PM and DPM.
- 5.6.3 The DACM approves waivers for KLPs not identified above.
- 5.6.4 Waiver duration cannot exceed 24 months. For detailed information refer to Chapter 11, Waivers.

## **5.7 Reporting Requirements**

- 5.7.1 Commands must report KLPs by program in response to DACM's Data Call.
- 5.7.2 Commands must report KLP compliance and waiver status to the DACM on a quarterly basis. Refer to Appendix D, Quarterly Waiver Report.

## **Chapter 6 Critical Acquisition Positions**

### **6.1 Overview**

Critical Acquisition Positions (CAPs) are senior acquisition positions (civilian and active duty military) that have significant responsibility, primarily involving supervisory or management duties in the acquisition system.

### **6.2 Designation Criteria**

Within DON, CAPs are limited to the following positions and must be designated:

- 6.2.1 Per statute, all military acquisition positions that are required to be filled by officers at the O-5 and above grade levels (and are not already identified as Key Leadership Positions (KLPs) (Title 10, USC, 1733).
  
- 6.2.2 Supervisory/managerial positions at the GS-14 grade level (or equivalent) and above that are not KLPs and meet one of the following:
  - Acquisition Flag/General Officer/Senior Executive Service positions.
  - Commanders, Deputy Commanders and Technical Directors at Warfare Centers and Major Shore Commands with a primary acquisition mission.
  - Echelon I and II Contracting Officers holding Unlimited Warrant authority.
  - Echelon III and IV Chief Contracting Officers, Technical Managers, and Program Leads overseeing significant acquisition functions of the command or in support of Major Defense Acquisition Programs.
  - ACAT II Program Leads:
    - Program Lead - Production, Quality, and Manufacturing.
    - Program Lead - Information Technology.
    - Program Lead – Logistics (Product Support Manager).
    - Program Lead – Chief Developmental Tester.
  - ACAT III and ACAT IV Program Managers and Deputy Program Managers.
  - Principal Leads on ACAT I/IA/II Program subsystems.
  - Acquisition Competency Leads at Echelon I and II organizations.
  - Other positions as approved on a case-by-case basis by the DACM.

### 6.3 Position Requirements

- 6.3.1 Acquisition Corps Membership. All CAPs require Acquisition Corps Membership. Upon selection to a CAP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver.
- 6.3.2 Special Statutory Requirements. Some CAPs, e.g., acquisition Flag/General Officer/SES, and 1102s have Special Statutory Requirements. Individuals must meet all Special Statutory Requirements that apply or obtain a position waiver upon assignment. For more information refer to Chapter 10, Special Statutory Requirements.
- 6.3.3 Certification. All CAPs require Level III certification in the career field associated with the CAP within 24 months of assignment. *Note: It is difficult to meet Level III certification in 24 months without prior certification in the career field associated with the CAP.* For more information refer to Chapter 8, Certification.
- 6.3.4 Tenure Obligation.
- Civilians and Marine Corps Officers: Persons selected for CAPs must sign an agreement to remain in the CAP for a minimum of three years. The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement. [Form DD 2888](#), Critical Acquisition Position Service Agreement is used to document the tenure agreement.
  - Navy Officers: The orders to a CAP include the 3-year tenure requirement.
- 6.3.5 Continuous Learning. Individuals in CAPs must earn a minimum of 80 Continuous Learning Points (CLPs) every two years. For detailed information refer to Chapter 15, Continuous Learning.
- 6.3.6 Five-Year Rotation Review. CAPs should be reviewed by commands on a case-by-case basis for possible rotation after an individual has completed five years in the position. Rotation is encouraged for career development.

### 6.4 Approving Authorities

Heads of Commands have the authority to designate civilian and military CAPs and make assignments.

### 6.5 Waivers

- 6.5.1 A waiver ([DD 2905](#)) is required when an individual does not meet position requirements. The waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position.
- 6.5.2 Heads of Commands approve civilian CAP waivers, except for those in sections 6.5.4 and 6.5.5 below. The authority to approve civilian CAP

waivers may be delegated to acquisition Flag, General Officer, and SES members only.

- 6.5.3 Navy military CAP waivers are coordinated via PERS-447 and approved by the DACM (exceptions are identified in 6.5.5, and 6.5.6 below). The Waiver Summary Sheet found in Appendix C must accompany the DD 2905.
- 6.5.4 The Commandant of the Marine Corps is the approving official for Marine Corps military CAP waivers (exceptions are identified in 6.5.5 and 6.5.6 below). This authority may be further delegated.
- 6.5.5 The ASN(RDA), via the Director, Acquisition Career Management (DACM), is the waiver approving authority for the following positions:
- Acquisition Flag/GO/SES positions that are not KLPs.
  - Commanders/Commanding Officers of Major Acquisition Shore Commands.
  - Navy Major (non-ACAT I/IA/II) PM Equivalent approved to wear the Command Ashore/Major PM insignia.
- 6.5.6 Senior Contracting Officials approve waivers for:
- 1102 (and equivalent military) CAPs.
  - Contracting Officers with warrants above the Simplified Acquisition Threshold.
- 6.5.7 Waiver duration cannot exceed 24 months. For detailed information refer to Chapter 11, Waivers.
- 6.5.8 For CAPs, a tenure waiver is not required for the following: promotion; reassignment to/from a command/command equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.

## **6.6 Reporting Requirements**

Commands must report CAP waiver status to the DACM on a quarterly basis. For detailed information refer to Appendix D, Quarterly Waiver Report.

## Chapter 7 Acquisition Positions

### 7.1 Overview

Acquisition positions are civilian and military positions that are in the DON acquisition system, have acquisition duties, fall in an acquisition position category established by the USD(AT&L), and are coded in official civilian and military personnel data systems. DON acquisition positions are located within organizations that have a major acquisition mission such as Systems Commands and Acquisition Program Offices. They may also be located in other organizations that have significant acquisition functions. Military acquisition positions may also be found in Joint and other DoD organizations.

### 7.2 Designation Criteria

At a minimum, the following positions must be designated as acquisition positions regardless of location (exceptions are identified in Chapter 1, 1.2.3):

- 7.2.1 Senior positions with direct influence on the success of Defense acquisition programs governed by DoD Directive 5000.1.
- 7.2.2 Civilian occupational series 1102, 1103, and 1105 positions.
- 7.2.3 Positions that require the employee to hold a warrant above the Simplified Acquisition Threshold.

### 7.3 Position Requirements

- 7.3.1 Special Statutory Requirements. Some acquisition positions, e.g., 1102 series (and equivalent military), positions have Special Statutory Requirements. For detailed information, refer to Chapter 10, Special Statutory Requirements for Acquisition Positions.
- 7.3.2 For KLP and CAP requirements, refer to Chapters 5 and 6, respectively.
- 7.3.3 Certification. All acquisition positions have certification requirements. Acquisition Workforce (AWF) members must become certified in their primary career field at the level required within 24 months of assignment.
- 7.3.4 Continuous Learning. All acquisition positions have Continuous Learning (CL) Requirements. AWF members must earn a minimum of 80 CL points every two years.

### 7.4 Approving Authorities

Command management is responsible for identifying and ensuring acquisition positions are properly coded in the appropriate personnel data systems.

### 7.5 Waivers

- 7.5.1 A waiver ([DD 2905](#)) is required when an individual does not meet position requirements. The waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position.
- 7.5.2 Echelon I and II Commands have the authority to approve the following waivers:

- Civilian positions that are not KLPs.
- Military positions (except KLPs or CAPS).
- All 1102 series positions and comparable military and Contracting Officers with warrants above the Simplified Acquisition Threshold (SAT) must be approved by the Senior Contracting Official.

7.5.3 Waiver duration cannot exceed 24 months. For detailed information refer to Chapter 11, Waivers.

## **7.6 Reporting Requirements**

In accordance with DoD Instruction 5000.55, management is required to monitor the shape and health of the acquisition workforce by reporting quarterly metrics on qualifications, assignments and tenure.

## **Chapter 8 Certification**

### **8.1 Overview**

Certification is the process through which DON management determines that an Acquisition Workforce (AWF) member meets the mandatory (Core) standards (experience, education, and training) established for a career field. All personnel occupying acquisition positions have a primary certification requirement which is determined by the position category and certification level assigned to the position. The DACM publishes annual DAWIA Goals with the overarching focus on 100% certification compliance.

There are three levels of career field certification. The certification level assigned to the position is based on the duties, responsibilities and authorities of the position. Once AWF members become certified, they remain certified even if the certification requirements change. Certified AWF members shall maintain currency in their career fields.

Career Field Certification is reciprocal among the military departments and other DoD Components. Certifications awarded by the DON are recognized by other DoD Components. Similarly, the DON recognizes certifications approved by military departments and other DoD Components.

### **8.2 Eligibility**

The following DON employees are permitted to request career field certification:

- 8.2.1 Civilians assigned to designated Acquisition Positions.
- 8.2.2 Active Duty Military Officers currently serving in acquisition or serving in an acquisition career track.
- 8.2.3 Enlisted personnel in designated Acquisition Positions. For detailed information refer to Chapter 21, Acquisition Position Designation.
- 8.2.4 Selected Reserve (SELRES) officers currently serving in designated Acquisition Positions. Certification may only be requested in the career field of their current position and at no higher than the level required of the position.

### **8.3 Certification Standards**

- 8.3.1 There are two sets of standards identified for certification - Core (mandatory) and Core Plus (recommended). DoD publishes the certification standards annually. They may be found in the [DAU iCatalog](#).
- 8.3.2 AWF Members must meet the Core (mandatory) certification standards in place at the time of request for certification.
- 8.3.3 AWF members in positions that require Level II or Level III certification are encouraged, but not required to become certified at the lower level(s). However, all course prerequisites must be met and may require that lower level training be taken or fulfilled.



8.3.4 All acquisition career field certifications have specific experience requirements at each level that are identified in the Certification and Core Development Guides in the [DAU iCatalog](#). Some career field certifications also have specific education requirements. For detailed information, refer to Chapter 12, Education and Chapter 14, Experience.

## 8.4 Certification Levels

There are several factors to consider when determining the certification level for acquisition positions. Certification levels should not be based solely on the position’s grade or rank, but on the direct influence and accountability for Defense acquisition programs. Table 8-1, provides guidance for determining certification levels. Selected Reserve (SELRES) positions may be designated at Level I or II only.

Certification Level	Consideration Factors
Level III (Advanced)	<ul style="list-style-type: none"> <li>• <b>Military Positions - This level is required for all KLPs, CAPs, O-5 and O-6 positions.</b></li> <li>• <b>Civilian Positions - This level is required for all KLPs, and CAPs.</b> For other positions, this level is typically assigned to positions located in organizations with a major acquisition mission, e.g. the systems commands. Level III would be appropriate for acquisition technical experts whose duties require a high level of knowledge and skills associated with major defense acquisition programs. For example, a GS-12/13 working in an ACAT I and II program office may require a Level III designation whereas a GS-14 (or equivalent) working in an Echelon III or IV activity may require Level I or II.</li> <li>• This level is not applicable to the Purchasing Career Field.</li> <li>• This level is not applicable for SELRES positions.</li> </ul>
Level II (Intermediate)	<ul style="list-style-type: none"> <li>• <b>Military Positions - This level is required for all O-4 positions.</b> This may also be assigned to positions in the Naval Acquisition Contracting Officer (NACO), the Naval Integrated Logistics Support (ILS), and Financial Management Career Program (FMCP). This level (or Level I) may be assigned to Enlisted acquisition positions at the E-4 grade level and above if in Contracting, and E-6 and above if other than Contracting.</li> <li>• <b>Civilian Positions - This level is appropriate for those in entry level development programs and journeymen or senior positions (non-KLP/CAP) that need an intermediate level of acquisition knowledge and skills.</b> For example, Level II would be appropriate for a GS-14/15 manager working in a Warfare Center or field activity who has subordinate acquisition technical experts.</li> </ul>
Level I (Basic)	<ul style="list-style-type: none"> <li>• <b>Military Positions - This level is required for all O-1 through O-3 positions (see exceptions for NACO, ILS and FMCP Developmental Programs identified in Level II above).</b> This level (or Level II) may also be assigned to Enlisted positions at the E-4 grade level and above if in Contracting, and E-6 and above if other than Contracting.</li> <li>• <b>Civilian Positions - Basic certification standards are designated to establish fundamental qualifications and expertise in the individual’s career field.</b> It is appropriate for entry level and other positions that require a basic knowledge of the acquisition systems.</li> </ul>

Table 8-1 Certification Levels

## 8.5 Certification Timeframes

8.5.1 Key Leadership Positions (KLPs): Employees must meet the certification standards of their KLP at the time of assignment or obtain a position waiver.

- 8.5.2 Critical Acquisition Positions (CAPs) and all other acquisition positions: Employees must meet the certification standards of their position within 24 months of assignment or obtain a position waiver. *Note: For CAPs, it is difficult to meet Level III certification in 24 months without prior certification in the career field associated with the CAP.*
- 8.5.3 The following actions do not start a new 24-month certification period:
- Change to certification standards.
  - Position change to a lower certification level in same position category.
  - Movement to another acquisition position in the same position category at the same or lower level as the previous position.
- 8.5.4 Subsidiary career field certifications: There are no timeframes associated with certifications that are not required by the AWF member's current acquisition designated position.
- AWF members should meet primary certification requirements before pursuing subsidiary certifications. NADP participants must achieve Level II certification in their primary career field before pursuing subsidiary certifications (exception: NADP BUS-CE and BUS-FM participants must complete all training required for Level II before pursuing subsidiary certification training). Note: SELRES are not eligible for subsidiary certifications.
  - AWF members pursuing certifications in subsidiary career fields must start at Level I regardless of the individual's duties and responsibilities of grade/rank.
  - AWF members are encouraged to pursue subsidiary career field certification. The subsidiary career field should build upon competencies in the primary career field and relate to the individual's acquisition assignment. To become certified in a subsidiary career field, AWF members will be required to meet the specific experience requirements, as well as the training and education requirements, of that career field.

## **8.6 Waivers**

If an AWF member is not certified within the required timeframe, a waiver is required to allow that individual to remain in the position for up to 24 months. The waiver does not certify the employee. Waivers are position specific and do not carry over to subsequent assignments or to future incumbents of the position. For detailed information, refer to Chapter 11, Waivers.

## **8.7 Certification Application Process**

- 8.7.1 AWF members who have met all mandatory training, education and experience requirements submit certification requests online via [eDACM](#), select 'Manage Career' and select 'Manage Certification Requests.'
- 8.7.2 Active Duty Navy Officers who are not assigned to acquisition positions may request certification via email to PERS 447. Using the [DAU iCatalog](#) Core

Certification and Development Guides, request must include documentation of experience, training and education required to meet certification requested, e.g., Fitness Reports (FITREPS), Sailor/Marine American Council on Education Registry Transcripts (SMART), etc.

- 8.7.3 Marine Corps Officers who are not assigned to acquisition positions may submit certification requests to the Commander, Marine Corps Systems Command or his/her agent.

## **8.8 Certification Approval Process**

- 8.8.1 Two levels (maximum of three) of review are required to grant certifications. In a two-level process, the first level is the reviewing official and the second level is the approving official.

- 8.8.2 All Active Duty Navy Officer certification requests must be routed through PERS-447 for an assessment of the officer's experience before final certification approval is granted.

- 8.8.3 Acquisition Flag Officers, General Officers, and Senior Executive Service request career field certification by submitting an email to the [DACM Desk](#) using the Core Certification and Development Guides in the [DAU iCatalog](#) and addressing all mandatory education, training, and experience requirements for the career field level requested.

## **8.9 Approving Authorities**

- 8.9.1 The DACM has the authority to approve acquisition Flag Officer, General Officer, SES, and SELRES certifications.

- 8.9.2 Commands have the authority to certify all others assigned to acquisition positions. For Level I, the approval authority must be at least Level II certified in the career field in which certification is requested. For Level II and III certifications, the approval authority must be Level III certified in the career field in which certification is requested, with the following exceptions: certification requests in the Purchasing and Industrial Contract Property Management career fields can be assessed by an individual who is Level III certified in Contracting.

- 8.9.3 Commands that do not have Level III certified approving authorities per the above may request an exception to this requirement by emailing the [DACM Desk](#). The request should include the reason for the exception and the career field(s) affected.

- 8.9.4 PERS-447 maintains the approval authority for Active Duty Navy Officers who are serving in an acquisition career track but not currently assigned to an acquisition position.

- 8.9.5 The Commander, Marine Corps Systems Command, or his/her agent maintains the approval authority for Marine Corps Officers who are serving in an acquisition career track but not currently assigned to an acquisition position.

- 8.9.6 Supervisors and approving officials are responsible for ensuring that applicant credentials support the certification standards.

## **8.10 Reporting Requirement**

- 8.10.1 The DACM publishes annual DAWIA Goals that include a certification goal.
- 8.10.2 Commands must report certification status at the end of each quarter and may be periodically asked to provide a by-name report of AWF members not in compliance.

## **Chapter 9 Acquisition Corps**

### **9.1 Overview**

Established in 1990, the purpose of the Acquisition Corps (AC) is to create a pool of highly qualified AWF personnel to fill Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).

In 2005, DoD Directive 5000.52 consolidated the separate DoD component acquisition corps into a single Defense Acquisition Corps. As a result of the consolidation, the name of the DON Acquisition Professional Community (APC) changed to AC. All APC members, including those who were waived into the APC, became members of the single AC. AC membership in any DoD Component is recognized by all DoD Components. New entrants must meet current AC requirements. AC membership, or a position waiver, is required for assignment to CAPs and KLPs.

As the Department moves forward on efforts to improve the development of its Acquisition Workforce (AWF), expectations and opportunities for acquisition professionals will increase by order of magnitude. To prepare for advancement to levels of greater responsibility and authority, acquisition professionals must demonstrate exceptional analytical and decision-making capabilities, job performance and qualifying experience. Earning membership into the AC is a critical step in preparation for acquisition leadership.

Approximately 25% of DON AWF personnel are members of the AC. They comprise an elite group of acquisition professionals with the skills and attributes required to lead and effectively manage the defense acquisition process. Approximately 9% of DON's AWF positions are CAPs and KLPs requiring AC membership.

### **9.2 Membership Requirements**

AWF civilians and active duty military are eligible for membership in the Acquisition Corps. To qualify, personnel must meet certain education, certification, position, grade, and experience criteria. Additionally, the Surface Warfare and Submarine Warfare military communities have a command screen requirement. A summary of the AC requirements is provided on the following page in Table 9-1.

<b>EDUCATION</b>	<input type="checkbox"/> Baccalaureate degree from an accredited-educational institution, and  <b>One</b> of the following: <input type="checkbox"/> 24 semester credit hours from among the following disciplines: <i>accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.</i> <input type="checkbox"/> 24 semester credit hours in the person’s career field and 12 semester credit hours in the disciplines listed above in italics. Credit hours within the person’s career field may also satisfy the requirement for part or all of the 12 credit hours in the disciplines listed above. The same hours may be used to meet both requirements. <input type="checkbox"/> 24 semester credit hours in the person’s career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics.
<b>CERTIFICATION LEVEL</b>	<b>One</b> of the following: <input type="checkbox"/> DON civilian employee or military member certified at Level II or above in an Acquisition Career Field. <input type="checkbox"/> Individual from outside DoD selected for a Critical Acquisition Position – qualified for certification at level II or above.
<b>POSITION AND RANK</b>	<b>One</b> of the following: <input type="checkbox"/> DON Civilian: Must occupy a DON Acquisition Position at the GS-13 or higher grade (or equivalent) or tentatively selected for a KLP or CAP. <input type="checkbox"/> DON Military: Must be at the O-4 grade (vice O-4 select) or higher.
<b>EXPERIENCE</b>	<input type="checkbox"/> 4 years of service in an Acquisition Position either in the DoD or in a comparable position in industry or government. <input checked="" type="checkbox"/> For Unrestricted Line Officers (URLs) only: Up to 18 months of acquisition related experience may be credited for the same amount of time in O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).
<b>Other</b>	<input type="checkbox"/> CDR command screen for Surface Warfare and Submarine Warfare officers only.

**Table 9-1 Acquisition Corps Membership Requirements**

### 9.3 Application Process

An application and approval process has been established based on the category and position of the AWF member applying for membership.

- 9.3.1 Acquisition Flag/General Officers, and SES: Email applications to the [DACM desk](#). Applications must address all AC membership criteria identified in Table 9-1 above.
- 9.3.2 Civilians and Marine Corps Military Officers assigned to acquisition positions apply online using [eDACM](#).

- 9.3.3 Active Duty Navy Officers, except for acquisition Flag Officers: An administrative board sponsored by PERS-447 screens and selects Navy Officers who apply for membership in the AC.
- Applicants selected by the administrative AC Selection Board are awarded the “APM” Additional Qualification Designator (AQD) identifying them as AC members. AC members continue to be assigned through their respective officer communities but are now qualified for assignment to CAPs.
  - The Unrestricted Line (URL) communities may establish an AC Eligible program within their respective community, as needed, to identify officers who do not fully meet AC membership requirements but have significant potential for future CAP assignments. Senior leadership within each URL community is responsible for program establishment and oversight, including the assignment of appropriate AQDs for program participants. Once AC requirements are met, participants will need to apply for AC membership through the PERS-447 sponsored administrative board process.
- 9.3.4 Civilians and Marine Corps Officers who are not currently in acquisition positions but have been tentatively selected for CAPs: Submit completed application addressing requirements identified in Table 9-1 to approving official via the chain of command.
- Civilians: Provide application as directed by hiring officials (SES applications must be submitted to the DACM for approval).
  - Marine Corps Officers: Send applications to the Commander, Marine Corps Systems Command, or his/her agent.
  - Once the individual reports for duty, command officials should coordinate recording of the AC membership with the DAWIA Program Director (DPD). The DPD may then scan and forward the approved application via email to the [eDACM Support Team](#) for entry in the individual’s DAWIA Transcript.

## **9.4 Approving Authorities**

- 9.4.1 The following identifies the approval authority for membership to the AC:
- Acquisition Flag/General Officers and SES: The approval authority is the DACM.
  - Civilians other than SES: Approval is granted by designated final approving authority within the Command. Final approving authority must be an AWF member certified at Level III and at least one level above applicant’s first-level supervisor.
  - Marine Corps Officers: Approval is granted by the Commander, MARCORSYSCOM or his/her agent.
  - Active Duty Navy Officers through O-6: Approval is granted by the Acquisition Corps Selection Board.

- 9.4.2 Supervisors and approving officials should ensure that applicant credentials support the Acquisition Corps eligibility criteria.

## **9.5 Waivers**

- 9.5.1 There are no waivers into the AC. Applicants must meet AC requirements to become a member.
- 9.5.2 A position waiver must be granted to assign a person who is not an AC member to a CAP or KLP. This waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position. Use the AT&L Position Requirements or Tenure Waiver form (DD 2905) to process waivers. For detailed information refer to Chapter 11, Waivers.

## **9.6 Reporting Requirements**

The DACM will periodically conduct a promotion parity review to ensure that the qualifications of active duty commissioned officers selected for the AC are such that these officers are being promoted at a rate not less than the rate for equivalent non-acquisition officers of the Navy or Marine Corps.



## Chapter 10 Special Statutory Requirements for Acquisition Positions

### 10.1 Overview

Certain acquisition positions have Special Statutory Requirements that address such areas as: education, experience, specific training and tenure. Individuals must meet all criteria that apply or obtain a position waiver. All individuals assigned to positions with the Special Statutory Requirement for the Program Manager’s Course (PMT401), and the Executive Program Manager’s Course (PMT402) must complete both courses within 6 months of assignment. This 6-month grace period does not apply to any other Special Statutory Requirement.

### 10.2 Requirements

Position	Special Statutory Requirements
<b>Acquisition Flag GO and SES</b>	<ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AWF position, at least 4 years of which performed while assigned to a CAP</li> </ul>
<b>Program Executive Officer (PEO) &amp; Direct Reporting Program Manager (DRPM)</b>  <i>(Both are KLP)</i>	<ul style="list-style-type: none"> <li>• 10 years acquisition experience in an AWF position, at least 4 years of which performed while assigned to a CAP</li> <li>• Served as a PM or DPM</li> <li>• Complete PMT 401 and PMT 402 within 6 months of tenure start date</li> <li>• Tenure period: 3 years</li> <li>• Requires that ASN(RDA) consult with USD(AT&amp;L) when USD(AT&amp;L) is the MDA (ACAT ID Programs)</li> </ul>
<b>PM for MDAPs (ACAT I/IA)</b>  <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 8 years acquisition experience with at least 2 years in a program office or similar organization</li> <li>• Complete PMT 401 and PMT 402 within 6 months of tenure start date</li> <li>• *Tenure period: 4 years or closest to next major milestone</li> <li>• Requires that ASN(RDA) consult with USD(AT&amp;L) when USD(AT&amp;L) is the MDA (ACAT ID Programs)</li> </ul>
<b>DPM for MDAPs (ACAT I/IA)</b>  <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 6 years acquisition experience with at least 2 years in a program office or similar organization</li> <li>• Complete PMT 401 and PMT 402 within 6 months of tenure start date</li> <li>• *Tenure period: 4 years or closest to next major milestone</li> </ul>
<b>PM for Significant Non-major Programs (ACAT II)</b>  <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 6 years acquisition experience</li> <li>• Complete PMT 401 and PMT 402 within 6 months of tenure start date</li> <li>• Tenure period: 3 years</li> </ul>
<b>DPM for Significant Non-major Programs (ACAT II)</b> <i>This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 4 years acquisition experience</li> <li>• Complete PMT 401 and PMT 402 within 6 months of tenure start date</li> <li>• Tenure period: 3 years</li> </ul>

Position	Special Statutory Requirements
<b>Civilian GS-1102 (and equivalent military positions)</b>	<ul style="list-style-type: none"> <li>• Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the <a href="#">Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment</a></li> <li>• Complete all contracting courses required for the certification level of the position to which assigned (not the military officer's rank)</li> <li>• Baccalaureate degree from an accredited educational institution</li> <li>• 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management</li> <li>• Exceptions to education requirements: The above education requirements do not apply to a DoD employee or member of the Armed Forces who:                         <ul style="list-style-type: none"> <li>○ Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before September 30, 2000</li> <li>○ Served in an 1102 positions (or comparable military position) on or before September 30, 2000</li> <li>○ Is an enlisted member who is deployed and performing Contingency Contracting Force functions under the authority of USC 10, Chapter 87, Section 1724(f)</li> </ul> </li> </ul>
<b>Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold</b>	<ul style="list-style-type: none"> <li>• Complete all contracting courses required for the certification level of the position to which assigned (not the military officer's rank)</li> <li>• 2 years of experience in a contracting position</li> <li>• 1102 education requirements for a degree and 24 semester hours</li> <li>• Meet any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position</li> <li>• Exceptions to education requirements: Same as those for Civilian 1102 (and equivalent military positions)</li> </ul>
<b>Senior Contracting Official (SCO)</b> <i>(This is a KLP)</i>	<ul style="list-style-type: none"> <li>• 1102 education requirements for a degree and 24 semester hours (see above)</li> <li>• 4 years of experience in Contracting</li> </ul>

\*(or as tailored by ASN(RDA))

**Table 10-1 Special Statutory Requirements**

### 10.3 Waivers

- 10.3.1 A Position Waiver is required when an individual does not meet Special Statutory Requirements. It must be submitted at the time of selection and approved prior to the individual assuming the position. It is documented on the AT&L Position Requirements or Tenure Waiver form ([DD 2905](#)).
- 10.3.2 Waiver duration cannot exceed 24 months. For detailed information refer to Chapter 11, Waivers.

- 10.3.3 The following lists approving authorities for Special Statutory Waivers:
- ASN(RDA) via DACM for:
    - PEO/DRPM.
    - ACAT I/IA PM/DPM.
    - ACAT II PM/DPM.
    - Acquisition Flag/General Officers and SES.
    - Senior Contracting Official.
  - Senior Contracting Official for:
    - Non-KLP 1102s (and equivalent military) and non-KLP Contracting Officers with warrants above Simplified Acquisition Threshold (SAT). (Waivers may be granted to current DoD employees only.) This authority may not be further delegated.

#### **10.4 Reporting Requirements**

Commands must report Special Statutory Requirements compliance and waiver status to the DACM on a quarterly basis. This is included in the quarterly CAP and KLP Waiver report. For detailed information refer to Appendix D, Quarterly Waiver Report.

## Chapter 11 Waivers

### 11.1 Overview

Acquisition position requirements may be waived in exceptional circumstances. Waivers are directly associated with meeting Special Statutory Requirements, Career Field Certification, Acquisition Corps, and Tenure. Waivers are position specific and do not carry over to subsequent assignments. Waivers cannot exceed 24 months. Table 11-1, Acquisition Position Waiver Chart, summarizes circumstances and timing of waivers.

### 11.2 Submission Requirements

- 11.2.1 All waiver requests must be submitted via the [DD 2905](#) - Acquisition, Technology and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver.
- 11.2.2 Waivers associated with Key Leadership Positions (KLPs), acquisition Flag/General Officer/SES, and Military CAPs must also include a Waiver Summary Sheet with plan to meet position requirements. A format is provided in Appendix C.
- 11.2.3 Commands are responsible for tracking and monitoring the status of all acquisition position and tenure waivers.

### 11.3 Approving Authorities

- 11.3.1 The ASN(RDA), via the Director, Acquisition Career Management (DACM), is the waiver approving authority for the following positions:
  - All acquisition Flag, General Officer (GO), Senior Executive Service (SES).
  - The following KLPs:
    - Program Executive Officer (PEO), Deputy Program Executive Officer (DPEO)/Program Executive Officer, Executive Director (PEO ED).
    - Direct Reporting Program Manager (DRPM) and Deputy Direct Reporting PM (DDRPM).
    - ACAT I/IA PM and Deputy PM (DPM).
    - ACAT II PM and DPM.
  - Navy Major PMs and Commanders/Commanding Officers of Major Acquisition Shore Commands.
  - SCOs.
- 11.3.2 The DACM is the approving authority for:
  - KLPs that are not identified in 11.3.1 above.
  - Navy Military CAPs except those that are comparable to civilian 1102s, and Contracting Officers with warrants above the Simplified Acquisition Threshold.

- 11.3.3 The Commandant of the Marine Corps is the approving official for Marine Corps military CAP waivers (exceptions are identified in 11.3.4 below). This authority may be further delegated.
- 11.3.4 The approving authority is the Senior Contracting Official (SCO) for:
- Civilian series 1102 (and equivalent military).
  - Contracting Officers with warrants above the Simplified Acquisition Threshold.
- 11.3.5 The approving authority is the Echelon I/II Command for Civilian Critical Acquisition Positions (CAPs) and regular acquisition positions except those specifically identified in section 11.3.4 above.
- 11.3.6 Active Duty Navy officer waivers (except for Flag Officers) are coordinated through PERS-447. Marine Corps military waivers are coordinated through the Commander or his/her agent at MARCORSYSCOM.

## **11.4 Reporting Requirements**

- 11.4.1 Quarterly Waiver Reports are required for CAPs and KLPs. A format is provided in Appendix D.
- 11.4.2 Quarterly Waiver Report submissions are due to DACM one month following the end of each quarter of the fiscal year, i.e., January 31, April 30, July 31, and October 31.

ACQUISITION POSITION WAIVERS			
WAIVER <i>CANNOT EXCEED 24 MONTHS</i>	APPROVING AUTHORITY	WAIVER TYPE	WHEN (see notes below)
<p><b>The following KLPs:</b></p> <ul style="list-style-type: none"> <li>• PEO, DPEO/PEO ED</li> <li>• DRPM and DDRPM</li> <li>• ACAT I/IA PM/DPM</li> <li>• ACAT II PM/DPM</li> <li>• SCO</li> </ul> <p><b>And:</b></p> <ul style="list-style-type: none"> <li>• All acquisition Flag/GO/SES</li> <li>• Navy Major PMs and Commanders/Commanding Officers of Major Acquisition Shore Commands</li> </ul>	<p><b>ASN(RDA) via DACM</b></p>	Certification	At Time of Selection
		*Special Statutory	At Time of Selection
		Acquisition Corps	At Time of Selection
		Tenure	Prior to Early Departure
<p><b>KLPs not identified above</b></p> <p><b>And:</b></p> <p>All Navy Military CAPs except 1102 equivalent and Contracting Officials with warrants above the Simplified Acquisition Threshold (SAT).</p>	<p><b>DACM</b></p>	Certification	KLPs: At Time of Selection Navy Military CAPs: 24 Months After Assignment
		*Special Statutory	At Time of Selection
		Acquisition Corps	At Time of Selection
		Tenure	Prior to Early Departure
<p>All Marine Corps Military CAPs except 1102 equivalent and Contracting Officials with warrants above the Simplified Acquisition Threshold (SAT).</p>	<p><b>Commandant of the Marine Corps</b></p> <p><i>(May be further delegated)</i></p>	Certification	24 Months After Assignment
		*Special Statutory	At Time of Selection
		Acquisition Corps	At Time of Selection
		Tenure	At Time of Selection
<p><b>Civilian CAPs</b>, with the following exceptions: SES, 1102s, and Contracting Officers above the Simplified Acquisition Threshold (SAT).</p>	<p><b>Echelon I &amp; II Commands</b> <i>(May be further delegated to acquisition Flag/GO/SES)</i></p>	Certification	24 Months After Assignment
		*Special Statutory	At Time of Selection
		Acquisition Corps	At Time of Selection
		**Tenure	Prior to Early Departure
<p><b>1102s</b> (and equivalent military) and Contracting Officers with warrants above SAT. (Waivers may be granted to current DoD employees only.)</p>	<p><b>Senior Contracting Official</b> <i>(May not be delegated)</i></p>	*Special Statutory	At Time of Selection
<p><b>All Other Acquisition Positions</b></p>	<p><b>Echelon I &amp; II Commands</b> <i>(May be further delegated)</i></p>	Certification	24 Months After Assignment
<p>* All individuals assigned to positions with the Special Statutory Requirement for the Program Manager’s Course (PMT401), and the Executive Program Manager’s Course (PMT402) must complete both courses within 6 months of assignment. This 6-month grace period does not apply to any other Special Statutory Requirement.</p> <p>** For CAPs (Non-KLP) a tenure waiver is not required for acceptable deviations which are identified in Chapter 6.</p> <p>Waiver requests for Active Component Navy officers, except for Flag/General Officers, must be submitted to the approving official via PERS-447. Approving officials must notify PERS-447 on actions taken regarding waiver requests.</p>			

Table 11-1 Acquisition Position Waivers

## **Chapter 12 Education**

### **12.1 Overview**

In accordance with USC 10, Chapter 87, Section 1732, Acquisition Workforce (AWF) members are required to meet education standards for Acquisition Corps Membership and for career field certification listed in the Certification and Core Development Guides and published annually in the [DAU iCatalog](#).

Coursework completed to meet education requirements must be documented on a transcript from an accredited institution of higher education in order to validate degree completion and credit hours earned.

### **12.2 Requirements**

- 12.2.1 Acquisition Corps Membership requires a baccalaureate degree and twenty four (24) semester credit hours of business from the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.
- 12.2.2 DoD Career Field Functional Integrated Product Teams (FIPTs) have identified education standards that must be met for career field certification in the following career fields: Business Cost Estimating; Contracting; Engineering; and Test & Evaluation. A summary is provided in Table 12-1 below. These standards are subject to change periodically. For the most current information, refer to the [DAU iCatalog](#).

Career Field	Education Standards
Business Cost Estimating	<ul style="list-style-type: none"> <li>• <b>Baccalaureate degree (any field of study)</b></li> <li>• 3 semester credit hours from a calculus course</li> <li>• 21 semester credit hours in any combination of the following fields of study: operations research, economics, mathematics, chemistry, physics or other sciences where the utilization of advanced mathematical skills in geometry, trigonometry, statistics, probability and/or quantitative analysis</li> </ul>
Contracting	<ul style="list-style-type: none"> <li>• <b>Baccalaureate degree (Any Field of Study)</b></li> <li>• At least 24 semester hours in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management</li> </ul>
Engineering  S&TM	<p><b>Baccalaureate or graduate degree in a technical or scientific field such as engineering, physics, chemistry, biology, mathematics, operations research, engineering management, or computer science</b></p> <p>*Note: Civilians serving in a 0802, 0856 or 0895 positions may meet the OPM education requirements in lieu of this education standard for Level I certification only. For OPM requirements, contact your servicing Human Resources Office or OPM’s website at <a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards</a>.</p>
Test & Evaluation	<ul style="list-style-type: none"> <li>• <b>Baccalaureate degree or higher in a technical or scientific field.</b></li> <li>• 24 semester hours or equivalent in technical or scientific courses such as mathematics (e.g., calculus, probability, statistics), physical sciences (e.g., chemistry, biology, physics), psychology, operations research/systems analysis, engineering, computer sciences, and information technology</li> </ul>

**Table 12-1 Education Standards**

### 12.3 Meeting Education Requirements

- 12.3.1 Education requirements may be met by completing coursework or degree programs from an accredited institution of higher education.
- 12.3.2 Tuition assistance for civilian DON AWF members is available through the Acquisition Workforce Tuition Assistance Program (AWTAP) to assist them in meeting the education standards for career field certification and to comply with statutory requirements. Located on the eDACM website, the [DON AWTAP Policy](#) outlines in detail the eligibility requirements, priority levels, procedure for requesting tuition assistance, and standards that must be met in order to receive and maintain approval to participate in AWTAP. Tuition assistance for military DON AWF members is available through the military tuition assistance program.
- 12.3.3 Credit hours must be reflected on an official college or university transcript. American Council on Education (ACE) recommended credits may be applied with appropriate documentation. ACE has reviewed and recommended credit for many of the DAU courses. ACE Credit recommendations can be found on the [ACE Military Guide website](#).
- 12.3.4 Passing scores on Defense Activity for Non-Traditional Education Support (DANTES) examinations for semester credit hours may also be applied.
- 12.3.5 When used in the context of DAWIA, “24/12” refers to an Acquisition Corps education requirement that consists of 24 semester credit hours in the person's



primary career field (typically business or technical fields of study) and one of the following:

- 12 semester credit hours in the business-related courses listed in 12.2.1 above. Credit hours within the person's primary career field may also satisfy all or part of this requirement.
- Training equivalent to 12 semester credit hours in business-related courses which must be based on the credit hour and discipline recommendations published by the ACE.
- Through a combination of the above, education, and training equaling 12 credit hours.

12.3.6 For detailed information on crediting semester hours toward the 24/12 requirements refer to the [DAU iCatalog](#) and Select “Meeting Education Standards.”

## Chapter 13 Training

### 13.1 Overview

Whether obtaining acquisition career field certification, Acquisition Corps membership, or meeting continuous learning requirements associated with the DON DAWIA program, organizations are responsible for ensuring civilian and military Acquisition Workforce (AWF) members attend Defense Acquisition University (DAU) courses. Persons registering for DAU training are prioritized to ensure they meet mandatory requirements and are provided career development opportunities. DAU delivers courses through resident classroom offerings at DAU facilities or on-site at the location where training is required and through distance learning (web-based) coursework. Supervisors must ensure that AWF members are provided an opportunity to complete required certification training or continuous learning courses, including distance learning, during duty hours.

### 13.2 Requirements

All acquisition career fields have training requirements for certification. In addition, certain acquisition positions have Special Statutory training requirements, e.g., warranted contracting officers and major ACAT Program Managers (PMs) and Deputy Program Managers (DPMs).

- 13.2.1 DoD publishes certification standards annually in the [DAU iCatalog](#). The Certification and Core Development Guides identify education, training, and experience requirements that are needed to become certified in each career field and level.
- 13.2.2 Training requirements may be met by:
  - Completing a DAU course.
  - Completing a DAU approved equivalent course.
  - Fulfilling a DAU course.

### 13.3 Process

- 13.3.1 DON employees request and receive approval for DAU training via [eDACM](#) (see special procedures for PMT 401/402 in 13.6). Since training priorities are based on information contained in eDACM, employees should ensure information contained in their eDACM user profile is accurate. The [eDACM Support Team](#) can assist with correcting profiles to reflect the information in the individual's official personnel record.
- 13.3.2 Individuals pending deployment to theaters of operation may require certain DAU courses. When applying for required courses, the individual must identify the position to which deployed (including location and timeframe) and request their command or organization training manager advise the DON Registrar.
- 13.3.3 DON has determined that AWF members certified at DAWIA Level II or III in any career field, other than Auditing, Contracting, Facilities Engineering, Purchasing, and Industrial/Property Management, are assumed to have achieved learning objectives for ACQ 101, ACQ 201A, and ACQ 201B. The requirement for these courses will be waived for these AWF members.

### **13.4 DON Registration Priority for DAU Training (see 13.6.1 for PMT 401/402)**

#### 13.4.1 Priority 1:

- Civilian and Active Duty Military AWF members who need the training to meet the certification requirements of their position.
- AWF members participating in developmental programs that require Level II certification.
- Active Duty Unrestricted Line Officers (URLs) that are Commander-Command Screened, URL Acquisition Corps Eligibles, Engineering Duty Officers, Aerospace Engineering Duty Officers, and Aviation Maintenance Duty Officers pursuing PM, PQM, Engineering, T&E, and LCL courses at a level appropriate to their rank.
- Direct Hire Foreign Nationals in Contracting and Purchasing positions pursuing Contracting and Purchasing courses.

#### 13.4.2 Priority 2:

- Civilian and Active Duty Military AWF members requesting courses required for career field certification at a level higher than their position requires.
- Active Duty Supply Corps and CEC officers not in acquisition-coded positions pursuing Contracting, Logistics, and Business-Financial Management DAU courses at a level appropriate to their rank.
- SELRES officers requesting courses to meet the certification requirements of their position.

#### 13.4.3 Priority 3: Civilian and Active Duty Military AWF members requesting courses required for subsidiary certifications and Core Plus courses.

#### 13.4.4 Priority 4: All other DON employees.

### **13.5 Priority Registration (see 13.6.2 for PMT 401/402)**

13.5.1 Applications from Priority 1 students as identified in section 13.4.1 above will be accepted without regard to prerequisite completion for those classes required to fulfill their current certification level requirement. Reservations will be given for all such requested classes based on seating availability; however, students and their supervisors are responsible for ensuring that all course prerequisites and applicable pre-coursework is completed prior to course attendance or as specified by DAU in specific course requirements.

13.5.2 Students with a Priority 1 requirement who have not been able to obtain a reservation may be registered for a course in lieu of a student holding a lower priority seat up to 15 working days prior to the class start date. The student with the lowest priority and the latest registration date will be “bumped” (“last in, first out” concept). “Bumped” students will be notified and must reapply for the next available course offering after confirmation of their availability.

## 13.6 PMT 401 and PMT 402

PMT 401 (Program Manager's Course) and PMT 402 (Executive Program Manager's Course) are specifically designed to equip Major PMs and Deputy Major PMs to succeed in the execution of their assigned programs. The courses are statutorily required for ACAT I/IA/II PMs and Deputy PMs, but are beneficial for certain other key leaders of our major acquisition programs. The criticality of these courses, coupled with high demand and limited DON course seats, require the deliberate management and prioritization of prospective candidates.

- 13.6.1 PMT 401. PMT 401 is a 10-week course designed to improve DoD acquisition outcomes by strengthening the analytical, critical thinking, and decision-making skills of potential leaders of major defense acquisition programs and program support organizations. It is intended for highly experienced, Level III certified acquisition professionals with demonstrated high potential to serve as ACAT I/IA/II PMs, DPMs, or in other senior acquisition leadership positions.
- Priorities
    - Priority 1: Current and selected ACAT I/IA/II PMs/DPMs.
    - Priority 2: Positions designated MPM/Deputy MPM Equivalent.
    - Priority 3: High potential senior acquisition leaders nominated by SYSCOMs/PEOs.
  - Process
    - SYSCOM/PEOs will provide, via their Command DAWIA Program Director (DPD), a list of candidates. In addition, in response to the PMT 401 Nomination Call from the DACM, SYSCOMs/PEOs, or their designated approving official(s), will provide to their DPD a prioritized PMT 401 non-statutory list of nominees who are viable candidates for MPM/Deputy MPM positions and available to fill vacant seats and late cancellation seats. The list of eligible candidates will be submitted twice a year (31 October and 30 April) using the template provided at Appendix M. Emergent nominations may be submitted as needed.
- 13.6.2 PMT 402. PMT 402 is a 4-week course for newly selected ACAT I/IA/II PMs and DPMs to develop a tailored program action plan to address specific knowledge gaps and program challenges to assist in successfully leading their program. This course is primarily reserved for ACAT I/IA/II PMs and DPMs.
- Priorities
    - Priority 1: Current and selected ACAT I/IA/II PMs/DPMs.
    - Priority 2: Positions designated MPM/DPM Equivalent.
  - Process
    - SYSCOM/PEOs will provide, via their DAWIA DPD, a list of candidates.

- 13.6.3 PMT 401/PMT 402 Registration
- Registration and attendance will be coordinated via the Command DPD. The DACM will notify the command of candidates who are authorized for registration. In the event of emergent slating, DPDs will coordinate with the DACM for immediate attendance of the selectee to PMT 401 and PMT 402. DPDs will have backup candidates identified in the event a seat becomes available.
- 13.6.4 PMT 401/PMT 402 Cancellations
- Cancellations are highly discouraged and require PEO notification to the DACM with justification. DON commands should not contact the Defense Acquisition University directly for a cancellation request.

### **13.7 Funding For DAU Courses**

- 13.7.1 DON employees are not required to pay tuition for DAU training.
- 13.7.2 Travel and per diem funding for eligible Priority 1 and 2 students, and for AWF members attending PMT 401 and PMT 402, may be obtained via [eDACM](#). The Reserve Component funds travel and per diem for SELRES.
- 13.7.3 Student's command funds Local Excess (Mileage) travel to a DAU campus as applicable. Local excess mileage is when the mileage is in excess of what is authorized for the command's local commuting area. Details are provided in [eDACM](#), Manage Career/Travel.

### **13.8 DAU Training Credit**

- 13.8.1 The DAU training history maintained in eDACM includes the completion of a DAU course, equivalent course, or fulfillment.
- 13.8.2 DAU course completions are automatically recorded in eDACM and DON DAWIA Transcripts within 10 days of course completion.

### **13.9 DAU Equivalent Courses**

- 13.9.1 DAU officially recognizes a variety of training from other providers as equivalent to specific DAU courses. A list of approved equivalent courses is contained in the [DAU iCatalog](#) and is updated as required.
- 13.9.2 After completing an equivalent course, AWF members may submit proof of completion to the [eDACM Support Team](#). eDACM Support Specialists validate equivalencies and add them to DAWIA transcripts.
- 13.9.3 Supporting documentation, such as course completion certificate or college transcript, must include the student's name, course dates, course name and the name of the provider.

### **13.10 DAU Course Fulfillment**

- 13.10.1 Course fulfillment provides a means for AWF members to receive credit for DAU courses for which they demonstrate competency through an assessment of their previous work experience, education, training, or any combination thereof.

- 13.10.2 Fulfillment is only available to persons serving in acquisition positions.
- 13.10.3 Fulfillment guides and self-assessment forms for 100-300 level courses are found on the DAU website at [DAU Fulfillment Program](#).
- 13.10.4 There is no fulfillment option for DAU Continuous Learning Modules - they must be completed as required.

### **13.11 Fulfillment Process**

- 13.11.1 Echelon I and II commands must establish a process to oversee the approval of fulfillments.
  - Applicants must complete [Form DD 2518](#) Fulfillment of Mandatory DoD Training Requirement and provide justification.
  - Applicants must meet the learning objectives identified on the self-assessment forms for the course in which fulfillment is requested.
- 13.11.2 Justification guidance:
  - For Command-sponsored events that have been predetermined by competent authorities to fulfill a DAU course requirement, the course completion certificate (or other official command document) provides sufficient justification. The documentation must include the student's name, course dates, and a statement that the event(s) fulfills the DAU course(s) including DAU course number and title.
  - For all others, attach the completed self-assessment form for the course being fulfilled and a description of how the learning objectives were achieved through experience, education, alternative training, or any combination of the three. Justification may be addressed in a checklist format or attached as a separate document. Justification must include the following:
    - How, where, and when the learning objectives were met. For example, if obtained through experience, identify the assignment, dates in the assignment and the specific duties involved. If through education, identify the course(s) and the competencies obtained in those courses that relate to the learning objectives.
    - Documentation that supports the justification, e.g., college transcripts, training certificates, fitness reports, or performance appraisals that address competencies and/or acquisition duties, etc.

### **13.12 Fulfillment Approval**

- 13.12.1 The applicant forwards the fulfillment request to his or her first level supervisor.
- 13.12.2 The first level supervisor is authorized to approve fulfillment requests for DAU 100 level course fulfillments and Command-sponsored events predetermined to fulfill a DAU course requirement.

- 13.12.3 DAU 200 and 300 level courses:
- First-level supervisor recommends approval/disapproval and forwards the request to the appropriate approving authority.
  - DAU 200 level course fulfillments must be approved by an individual at least equal in rank to the applicant and Level III certified in the career field in which fulfillment is requested.
  - DAU 300 level course fulfillments must be approved by the designated authority as delegated by the Echelon I or II Commander. Personnel from Echelon III and IV activities must submit the fulfillment request to the authority designated by the Echelon II Commander. Approving officials must be at least an O-6 or GS-15 (or equivalent) and Level III certified in the career field in which fulfillment is requested.
  - In situations where no one in the command is qualified to approve 200 or 300 level course fulfillments, forward the fulfillment package to the [DACM desk](#).

### **13.13 Expedited Fulfillments**

- 13.13.1 As circumstances warrant, the DACM may authorize an expedited fulfillment process for AWF members to meet multiple DAU courses that were not previously needed for certification to the level required by their positions.
- 13.13.2 The expedited process allows AWF members to submit a single package, i.e., one DD Form 2518 to request fulfillment of multiple courses. A course fulfillment justification for each applicable course is required. Once the expedited process is authorized, DACM will notify commands and provide detailed guidance for submitting, obtaining approval, and processing application packages.

### **13.14 Retention of Approved Fulfillments**

- 13.14.1 The eDACM Support Team adds approved fulfillments to AWF members' DAWIA transcripts. Requests should be routed through the command DAWIA Program Director to the [eDACM Support Team](#).
- 13.14.2 Applicants and requesting organizations are advised to maintain copies of approved fulfillment packages.

## Chapter 14 Experience

### 14.1 Overview

All acquisition career fields require general and/or specific acquisition experience at each certification level. Membership in the Defense Acquisition Corps requires general acquisition experience. Experience gained while serving in acquisition positions counts toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable experience gained while performing acquisition functions in non-acquisition positions, another Government agency, or private industry.

### 14.2 Requirements

Personnel responsible for evaluating acquisition experience should take the following into consideration: If a requirement is stated as “general acquisition experience,” then any acquisition related experience meets the requirement. If a requirement states that a certain number of years in a specific career field is required (e.g., two years of contracting experience for certification at Level II), the individual must meet requirements exactly as stated in the DoD Certification and Core Development Guides; published annually in the Defense Acquisition University (DAU) [iCatalog](#).

Experience may be assessed using the following criteria:

- 14.2.1 Acquisition Positions: Acquisition experience in a specific career field is credited for assignments in acquisition positions.
- 14.2.2 Non-Acquisition Positions:
  - Acquisition experience in a specific career field may be credited for assignments in non-acquisition positions if acquisition duties were performed for a substantial amount of time and match one of the [Position Category Descriptions \(PCDs\)](#) found on the Defense Acquisition University website. A maximum of 50% of the time spent in the position may be credited.
  - Note: If time spent performing acquisition duties in a non-acquisition position constitutes greater than 50% of the total assignment, the command should consider officially coding the position/billet for acquisition in the appropriate manpower/personnel system.
- 14.2.3 Non-DoD Federal Agencies and Private Industry: Acquisition experience credit may be given for the total amount of time assigned to the position provided that 50% or more of the acquisition functions performed match one of the Position Category Descriptions (PCDs) on the DAU website. If the assignment was less than 50% acquisition-related, none of the time can be counted towards acquisition experience.



### **14.3 Additional Military Guidance**

- 14.3.1 Military workforce members assigned to acquisition billets and who are augmented may receive applicable acquisition experience credit while on the Individual Augmentation (IA).
- 14.3.2 For Unrestricted Line Officers (URLs) only: Up to 18 months of acquisition related experience may be credited for the same amount of time in O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management, and interface with the materiel establishment(s). This credit may be applied to experience requirements for Program Management certification and Acquisition Corps membership.
- 14.3.3 For Active Duty Navy Officers, an experience assessment must be obtained from PERS-447 before crediting toward career field certification or Defense Acquisition Corps requirements. Supporting documentation provided must be from official personnel records (e.g., Fitness Reports and Award Justifications).
- 14.3.4 For Marine Corps Officers, experience assessments are conducted by the Commander, or his/her agent, at MARCORSSYSCOM.
- 14.3.5 Additional guidance for assessing military experience is provided in Chapter 16.6.

### **14.4 Crediting Acquisition-Related Education toward Experience**

- 14.4.1 Acquisition related education is defined as:
  - A graduate level degree in a technical, hard science, business, or acquisition-related field (e.g. Engineering, Physics, Business Administration, Senior Acquisition track at Dwight D. Eisenhower School for National Security and Resource Strategy, Naval Postgraduate School degrees).
  - OR
  - Acquisition related military schools (e.g. Nuclear Power Training, Test Pilot School).
- 14.4.2 Acquisition related education may be credited towards experience for a maximum of one year in the following cases:
  - An individual is pursuing primary career field certification where the experience requirement is greater than or equal to 4 years. The credit may not be used for multiple certifications. Once the credit is used for one career field, it may not be used in another career field.
  - An individual is meeting another position requirement where the experience requirement is greater than or equal to 4 years (e.g. Acquisition Corps, KLP qualifications).
  - An individual must meet AC experience requirements for military acquisition career track (e.g., for USMC, to earn an 8059/8061 MOS).

## **14.5 Approving Authorities**

- 14.5.1 For Navy Active Duty Officers through the O-6 grade, PERS-447 is approving authority for experience assessments.
- 14.5.2 Echelon I and II commands review and assess experience claimed toward meeting Career Field Certifications and Acquisition Corps membership requirements. For Level II and III certifications, the experience assessment must be conducted by an individual or group of individuals who are assigned to positions of authority and Level III certified in the career field in which certification is requested, with the following exceptions:
- Purchasing experience can be assessed by an individual certified at Level III in Contracting.
  - Industrial Contract Property Management experience can be assessed by an individual certified at Level III in Contracting.
- 14.5.3 Echelon III and IV commands that do not have Level III certified approving authorities to assess experience may request an exception to this requirement by emailing the [DACM Desk](#).

## **Chapter 15 Continuous Learning**

### **15.1 Overview**

The objective of the Acquisition Workforce (AWF) Continuous Learning (CL) Program is to ensure that AWF members remain current in their primary acquisition career field, cross-functional proficiencies, acquisition policy initiatives and leadership and management skills. A robust CL Program promotes awareness, understanding and adaptability to change. Workforce members are enjoined to coordinate with managers and supervisors to create a professional career development plan that will keep them informed of key initiatives in a rapidly-changing environment. The [Certification and Core Plus Development Guides](#), located on the main Training page of the DAU website, provides a framework for CL coursework.

### **15.2 Position Requirements**

AWF members must participate in at least 80 hours of CL activities every 2 years with a goal of participating in at least 40 hours annually.

### **15.3 Continuous Learning Cycle (Timeframe)**

- 15.3.1 The requirement for CL begins with an individual's assignment to an Acquisition Position and continues as long as the individual is assigned to an Acquisition Position. If the position is designated after the individual is assigned, the requirement begins on the date the position is designated.
- 15.3.2 Compliance with the position requirement for CL is measured in two-year cycles. If an AWF member earns 80 hours of acquisition CL points within a two-year cycle, the AWF member is considered to have met the requirement. Hours are accumulated by the date of the CL activity, regardless of when they are recorded.
- 15.3.3 The first two-year period of the CL requirement for 80 hours is referred to as the "Initial Cycle." AWF members in their Initial Cycle are considered compliant with the CL requirement.
- 15.3.4 The CL cycle is restarted at the end of each two-year period. CL points earned above the 80-hour requirement do not carry over the next CL cycle.

### **15.4 Assignment of Continuous Learning Points**

- 15.4.1 CL points associated with DAU courses are established by DAU and are automatically credited to the workforce member's transcript upon course completion.
- 15.4.2 CL points that have been approved for Continuous Education Units (CEUs) should be awarded at a rate of ten (10) CL points for every (1) CEU. (Please note that CEUs are not measures of academic credit, but a standard for International Association for Continuing Education and Training (IACET)).

- 15.4.3 CL points associated with DON sponsored CL events have been determined and are automatically credited to the AWF member's DAWIA transcript upon course completion (including completion of survey, if required).
- 15.4.4 CL points associated with AWTAP funded courses have been determined and are automatically credited to the AWF member's DAWIA transcript upon successful course completion and grade approval in accordance with AWTAP Policy.
- 15.4.5 Other activities for which AWF members may receive credit are outlined in Table 15-1, along with the associated point value. CL points for these activities must be requested using [eDACM](#), and should be recorded in whole points only; half points should be rounded up.
- 15.4.6 AWF members assigned to theaters of operation are considered to be on rotation assignments and may request up to 40 CL points upon their return.
- 15.4.7 Requests for CL points from AWF members require supervisory review and approval.
- 15.4.8 Non-acquisition related or annual employee training requirements such as Information Assurance Awareness, Prevention of Sexual Harassment (POSH), Retirement Planning Seminars/Workshops, safety drills, etc., are not applicable to the AWF Continuous Learning Program.

Creditable Activity	Point Value
<b>Training</b>	
DAU Courses and Continuous Learning Modules	10 per CEU or 1 point per hour of instruction (see <a href="#">DAU icatalog</a> )
Other Acquisition Career Field/Functional Training	1 point per hour of instruction
Leadership Training	1 point per hour of instruction
Continuing Education Unit (CEU)	10 per CEU
<b>Academic Credits related to Acquisition Career Fields</b>	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
DANTE Equivalency Exams	Same points as a awarded for the corresponding DAU course
<b>Acquisition Experience - Max points cover 2-year cycle</b>	
On-the-Job Experiential Assignments	20 point maximum
Rotational Assignments	40 point maximum
Training With Industry	40 point maximum
IPT/Special Project Leader	15 point maximum
IPT/Special Project Member	10 point maximum
Mentor	5 point maximum
<b>Professional Activities related to Primary Career Field - Max points cover 2-year cycle</b>	
Teaching/Lecturing	20 point maximum
Symposia/Conference Participation/Presentations	20 point maximum
Writing for Publications	20 point maximum
Professional Credentials	20 point maximum

**Table 15-1 CL Point Value**

## **Chapter 16 Selection Process for Program Oversight and Major Acquisition Commands Ashore Positions**

### **16.1 Overview**

This chapter provides guidance on the DON slating and selection process and the assignment of personnel to positions with ASN(RDA) oversight and Acquisition Command Ashore positions. ACAT I/IA/II Program Managers (PMs) are entrusted to manage and oversee the design, development, production, test, delivery, training, and lifecycle care of the systems and capabilities required to achieve the mission of the Navy and Marine Corps. Although PMs are meeting the minimum requirements for acquisition and program office experience, acquisition leaders must also be proficient and qualified in the programmatic disciplines and “key PM competencies” to execute statutory responsibilities including financial, technical/engineering, contracting, and logistics. The slating process for these and all other positions covered by this chapter should accurately assess and identify those quality skill sets and experience tours that, when combined, provide selection of the best qualified candidate.

### **16.2 Program Oversight and Major Acquisition Command Ashore Positions**

The following positions require ASN(RDA) Program Oversight or are considered Major Acquisition Command Positions. Acquisition qualification requirements are in Table 16-1.

- Program Executive Officers (PEOs), Deputy PEOs (DPEOs) and PEO Executive Directors (PEO EDs).
- Direct Reporting PMs (DRPMs) and Deputy Direct Reporting PMs (DDRPMs).
- PMs and Deputy PMs (DPMs) of Major Defense Acquisition Programs (ACAT I).
- PMs and DPMs of Major Acquisition Information System (MAIS) Programs (ACAT IA).
- PMs and DPMs of Significant Non-Major Defense Acquisition Programs (ACAT II).
- Navy Major (non-ACAT I/IA/II) PM Equivalent approved to wear the Command Ashore/Major PM insignia (approved in accordance with OPNAVINST 1211.8C).
- Commanding Officers of Major Acquisition Shore activities performing significant acquisition missions approved to wear the Command Ashore/Major PM insignia (approved in accordance with OPNAVINST 1211.8C).

Position	AC Member	ACQ Experience	Program Office Experience	AQD Cert	Tenure Required
PEO/DRPM	Yes	10 yrs/ 4 in a CAP	Serve as PM/DPM	III	3 yrs (PEO) 4 yrs (DRPM)
DPEO/PEO ED/DDRPM	Yes	8 years	2 years	III	3 yrs (DPEO/PEO ED) 4 yrs (DDRPM)
ACAT I/IA PM	Yes	8 years	2 years	III	4 yrs
ACAT I/IA DPM	Yes	6 years	2 years	III	4 yrs
ACAT II PM	Yes	6 years	2 years	III	3 yrs
ACAT II DPM	Yes	4 years	N/A	III	3 yrs
Navy Major (non-ACAT I/IA/II) PM Equivalents*	Yes	4 years	N/A	III	3 yrs
CO/CDR of Major Acquisition Shore Commands*	Yes	4 years	N/A	III	3 yrs
<ul style="list-style-type: none"> <li>• PEO/DRPM, ACAT I/IA PM/DPM, and ACAT II PM/DPM: PMT 401/402 completion required within 6 months of tenure start date. Coordinate with the DACM for recommended timing, class convening dates, and registration.</li> <li>• PEO/DRPM and ACAT ID PM: ASN(RDA) consultation with Defense Acquisition Executive required prior to assignment.</li> <li>• AC Membership: Baccalaureate Degree; 24 semester hours in business or 24 semester hours in the person's acquisition career field and 12 semester hours in business; Level II Certification; and 4 years acquisition experience.</li> </ul> <p>* Must be Level II certified in the same acquisition career field that the position is coded.</p>					

**Table 16-1 Acquisition Qualification Requirements**

## **16.3 Selection Process and Slating Panels**

### 16.3.1 Selections for PEO and DRPM positions:

- ASN(RDA) will manage nomination and selection procedures. USD(AT&L) consultation is required for PEO and DRPM selections.
- Generally, PEOs and DRPMs are Acquisition Flag and General Officer (GO) assignments, but Senior Executive Service (SES) members may be assigned on a case-by-case basis.
- Acquisition Flag and GO selections and assignments will be made in coordination with the Chief of Naval Operations/Vice Chief of Naval Operations and the Commandant of the Marine Corps, respectively.

### 16.3.2 Selections for PEO ED/DPEO and DDRPM positions:

- Selections and assignments will be made via the SES Talent Management Process. Positions are typically announced for competitive selection but may be assigned on a case-by-case basis. Generally, these positions are filled with SES members.
- Approving Authority:
  - ASN(RDA) consultation is required for selection.
  - PEOs approve PEO ED/DPEO selections, DRPMs approve DDRPM selections.

### 16.3.3 Selections for ACAT I/IA/II PM positions:

- The Commanders for each of the Systems Commands retain the authority to conduct PM slating panels.
- Slating panels shall be used in the selection process.
- At a minimum, slating panel membership should include Flag/GO/SES members, PEO representatives, ASN(RDA)/DASN representative, and the DACM. Additional members may include Fleet representatives, OPNAV representatives, or acquisition command representatives as required.
- All qualified personnel within the DON may compete for acquisition positions. Unless otherwise approved by ASN(RDA), both military and civilian candidates shall be considered.
- Slating panels must submit to the ASN(RDA) a minimum of three applications identifying one qualified primary nominee and two qualified alternates. If unable to provide the minimum, the Slating Panel Chair must brief extenuating circumstances to the ASN(RDA).
- Slating Panel Chairs shall debrief ASN(RDA) on panel results.
- Panels will produce a recommended slate of candidates for each position in rank order, beginning with the number one ranked candidate (minimum of one primary and two alternates).



- The System Command/PEO will forward the Slating Panel Selection Package identifying the recommended candidate to the DACM who will forward the nomination package to the ASN(RDA) for approval.
  - Approving Authority:
    - The ASN(RDA) approves ACAT I/IA/II PM selections.
    - ACAT I/IA/II PM selection packages will be concurrently routed through the Vice Chief of Naval Operations for Navy programs, and the Assistant Commandant of the Marine Corps for Marine Corps programs, prior to ASN(RDA) approval.
    - USD(AT&L) consultation is required for ACAT ID PM selections.
- 16.3.4 Selections for Navy Major (non-ACAT I/IA/II) PM Equivalent positions, ACAT I/IA/II DPM positions, and Commanding Officer of Major Acquisition Shore Activities:
- The SYSCOM Commanders, in conjunction with affiliated PEOs and DRPMs as appropriate, will develop procedures for filling vacancies.
  - Slating panels shall be used in the selection process for Navy Major (non-ACAT I/IA/II) PM Equivalent positions and Commanding Officer of Major Acquisition Shore Activities. Slating panels should be used in the selection process of ACAT I/IA/II DPM positions. Panel membership should be similar to ACAT I/IA/II PM panels (see 16.3.3, third bullet).
  - Military and/or civilian candidates may be considered for positions, unless otherwise precluded by law.
  - Selections require DACM notification for tracking and reporting purposes.
  - Approving Authority:
    - PEO or SYSCOM Commanders, as appropriate, approve selections. Exceptions are provided below.
    - In the event the selecting official selects an alternate candidate over the slating panel's primary candidate, or in the event the selectee does not meet position requirements and a waiver is required, the nomination package must be forwarded to ASN(RDA) via the DACM for approval.
- 16.3.5 The process for designating Navy Major (non-ACAT I/IA/II) PM Equivalent positions is as follows (refer to OPNAVINST 1211.8C):
- All requests for Navy Major (non-ACAT I/IA/II) PM Equivalent position designation and revalidation prior to slating will be submitted to ASN(RDA) via the DACM for approval.
  - Administrative changes to Navy Major (non-ACAT I/IA/II) PM Equivalent positions, i.e., position title or program name, must be reported to the DACM.

- 16.3.6 Table 16-2 below provides a summary of the Slating and Selection Process, including position tenure requirements.

POSITION MANAGEMENT	PEO	DPEO/PEO ED	DRPM	DDRPM	ACAT I/IA PM	ACAT I/IA DPM	ACAT II PM	ACAT II DPM	Navy Major (non- ACAT I/IA/II) PM Equivalent & Major Acquisition Shore Command COs/CDRs
ASN(RDA) manages nomination and selection procedures.	X		X						
ASN(RDA)/USD(AT&L) consultation required for selection.	X		X		X (ACAT ID Only)				
Talent Management process used for selections		X		X					
ASN(RDA) approves selection. Nomination package sent to ASN(RDA) via DACM.					X		X		
ASN(RDA) approves selection when an alternate is selected or a waiver is required. Nomination package sent to ASN(RDA) via DACM.		X		X		X		X	X
PEO/DRPM/Systems Commander approves the selection when selectee meets all DAWIA requirements.		X		X		X		X	X
Slating Panel required. Members must be Flag, GO, and SES.					X	X	X	X	X
Military/Civilian candidates in slate.					X	X	X	X	
Slating procedures determined by the Systems Commander/ PEO/ DRPM.		X		X		X		X	
Position Tenure: milestone closest to 4 yrs or as tailored and approved by ASN(RDA).			X	X	X	X			
Position Tenure: 3 yrs	X	X					X	X	X

Table 16-2 Slating and Selection Process Summary

## 16.4 ACAT I/IA/II Program Slating Timelines

- 16.4.1 ACAT I/IA/II PM positions should be slated 6-12 months prior to position availability in order to allow lead time for selection approval and for the selected individual to obtain necessary acquisition training.
- 16.4.2 Systems Commands, in conjunction with affiliated PEOs and DRPMs, provide a forecast of anticipated vacancies for the upcoming 12 months to the DACM on October 1st each year.
- 16.4.3 For ACAT I/IA/II PMs (including *Special Interest Programs*), rotation occurs upon completion of the tenure requirement unless previously approved by ASN(RDA).
- 16.4.4 SYSCOM slating panels shall provide their charter to the DACM when an update occurs.

## 16.5 Slating Panel Selection Package

The following is a list, in proper order, of contents (at a minimum) that each package forwarded to ASN(RDA) via DACM should contain. Information should be provided for the primary nominee and the two alternates.

- 16.5.1 PEO/Command PM Selection Endorsement Memo using the template at Appendix E.
- 16.5.2 Slating Panel Results Memo (i.e. the memo that was signed by all panel members).
- 16.5.3 Position Description, Precepts, and Organizational Charts (Both PEO and Program).
- 16.5.4 Slating Panel Metrics Sheet Appendix F.
- 16.5.5 Candidate Information Sheet Appendix G.
  - Standardized format used to assess a candidate's acquisition education, training, certification and experience.
  - Sent out with announcement and completed by applicant and validated by Slating Coordinator.
- 16.5.6 Biography/Resume for each candidate.
- 16.5.7 DAWIA Transcript for each candidate (available via [eDACM](#)).
- 16.5.8 Contact Information (Include PEO, DPEO, Slating Panel Chair, Chief of Staff, Selectee).

## 16.6 Acquisition Experience Assessment Guidance

The slating panel process must accurately and consistently identify those experiences that are considered “core” acquisition experience. These experiences expose candidates to the key Program Management competences of Financial Management, Technical/Engineering, Contracting, or Logistics to ensure that they are prepared to execute the cost, schedule, and performance trade-offs required by PMs.

- 16.6.1 The following are the minimum requirements for acquisition experience:

- 50% of the required acquisition experience shall be core acquisition experience with at least two years of that in a program office. For example, an ACAT I/IA program requires 8 years of acquisition experience with two years in a program office, therefore at least 4 years must be core experience (which includes the 2 years in a program office).
- 50% of the required acquisition experience in a related acquisition experience position.

16.6.2 Core Acquisition Experience:

- Core acquisition positions are *acquisition designated positions* in the following commands: Program Offices, PEOs, SYSCOMs, Developmental Test Commands, Warfare Centers, Contracting Field Activities, or Supervisor of Ship Building.
- A minimum of two years program office experience is required for ACAT I/IA PMs and DPMs and ACAT II PMs. This time counts as core acquisition experience.

16.6.3 Related Acquisition Experience:

- Acquisition positions at commands not identified as “core” are considered related acquisition experience at 100% credit.
- Non-acquisition positions that provide acquisition-related experience are considered acquisition related experience at 50% credit. Examples of commands that can be used for related experience include: OPTEVFOR, Operations Test Commands, Maintenance Commands, and HQ Marine Corps.
- For Unrestricted Line Offices (URL) only: Up to 18 months of acquisition related experience may be credited for the same amount of time in an O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management, and interface with the materiel establishment(s). This credit may be applied to experience requirements for Program Management certification and Acquisition Corps membership.
- Acquisition education is credited a maximum of 12 months of related acquisition experience if one of the following applies:
  - A Graduate (Masters) Degree in a technical, hard science, business field (Engineering, Computer Science, MBA, etc.).
  - Acquisition Related Education (e.g. Dwight D. Eisenhower School for National Security and Resource Strategy (formerly ICAF) [Acquisition Track], Nuclear Power training, Test Pilot School, Naval Post Graduate School).

16.6.4 It is understood that there are positions that are not officially designated as acquisition positions but may meet “core” requirements. The Acquisition Experience Assessment Tree in Figure 16-1 is a guide to determining the

category in which experience should be applied. For consistent experience assessments, it is recommended that all commands conducting PM slating panels keep track of which category (core, acquisition-related, no acquisition credit) a position falls under if it is not in a typical core assignment.

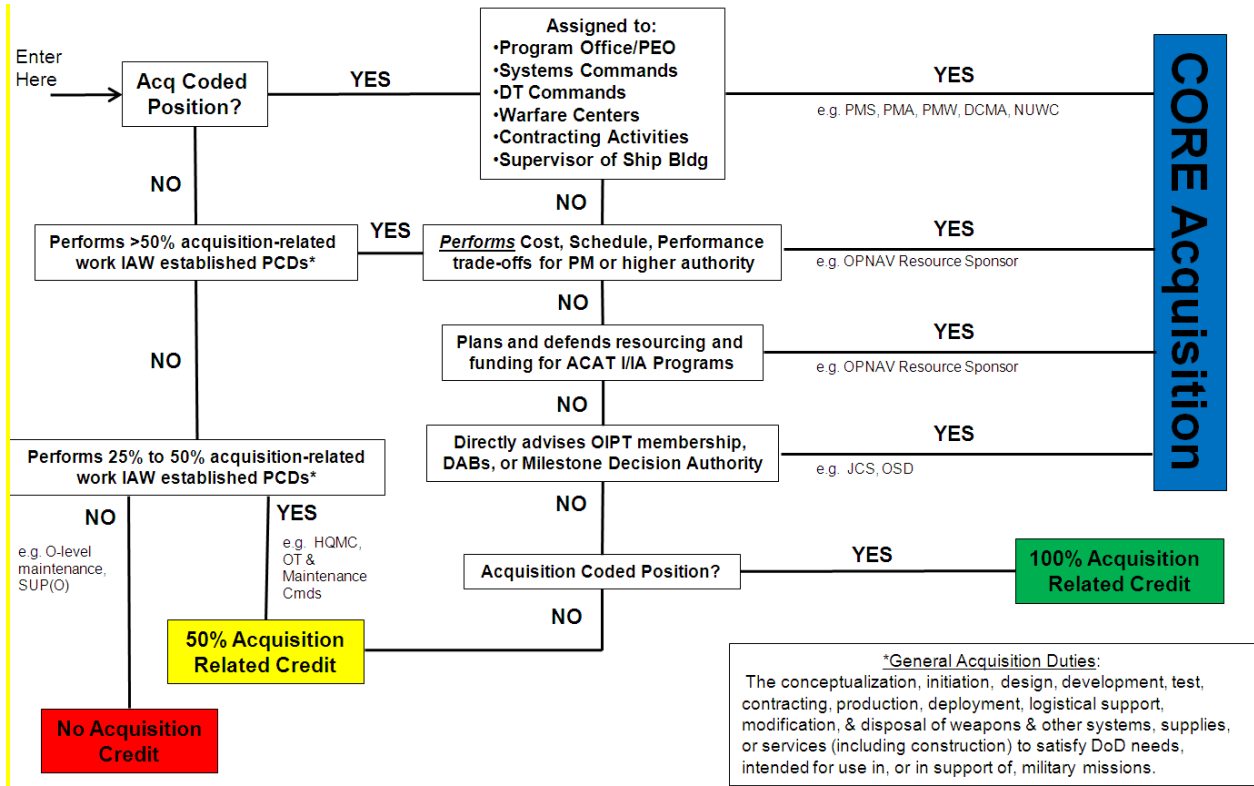


Figure 16 - 1 Acquisition Experience Assessment Tree

## **16.7 Waivers**

- 16.7.1 ASN(RDA) selection and waiver approval is required for positions identified in 16.2 when position requirements, including statutory requirement, are not met. The selecting official will forward the nomination package identifying the recommended candidate to the DACM for ASN(RDA) approval. The package should include Position/Program information, and the candidate's resume and waiver with justification.
- 16.7.2 ACAT I/IA/II PM/DPM Tenure Waiver. During slating process, if the incumbent ACAT I/IA/II PM/DPM will be departing prior to his/her statutory tenure agreement, a waiver is required to be approved by ASN(RDA) and be made part of the selection package.

## **Chapter 17 Selection Process for Acquisition Positions**

### **17.1 Overview**

This chapter provides guidance on recruitment and assignment of personnel to acquisition designated positions.

### **17.2 Civilian Recruiting and Selection Procedures**

- 17.2.1 The area of consideration is in accordance with local civilian personnel procedures.
- 17.2.2 The vacancy announcement must state that the position is a DAWIA acquisition position, identify the acquisition Career Field, Certification Level, any Special Statutory requirements (e.g., for occupational series 1102), Acquisition Corps (AC) membership, and Tenure requirements for Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs)).
- 17.2.3 Acquisition position requirements associated with the specific position must be considered in the selection process. Because acquisition position requirements may be waived, they do not have to be used as screen-out factors.
- 17.2.4 AC membership for CAPs and KLPs must be met or waived upon assignment.
- 17.2.5 Special Statutory Requirements must be met or waived upon assignment with the following exception: AC members selected for positions where PMT 401 and PMT 402 are required have a 6-month grace period from the tenure start date to complete the training.
- 17.2.6 Certification to the level required by the position must be met upon assignment to a KLP. For all other positions, certification must be achieved within 24 months of assignment.
- 17.2.7 Comparable training and experience from other agencies or private sector entities and comparable certifications from non-DoD sources may be credited towards meeting position requirements as authorized by DoD. For detailed information refer to Chapter 14, Experience.
- 17.2.8 Applicants who meet the education, experience, and training requirements for certification and/or AC membership but have not yet achieved certification or AC membership should be evaluated as if they were certified and/or AC members.

### **17.3 Civilian Temporary Assignments to Acquisition Designated Positions**

- 17.3.1 Temporary Promotions: Individuals must meet Acquisition Workforce Program requirements as if they were being permanently assigned.
- 17.3.2 Details: Individuals do not have to meet Acquisition Workforce Program requirements, but are encouraged to take assignment-related acquisition training if detail is for 6 months or more.



## **17.4 Military Assignments**

- 17.4.1 Assignment officers/detailers should strive to fill acquisition positions with qualified AWF members who meet the requirements of the position.
- 17.4.2 To be assigned to an acquisition position, Special Statutory Requirements must be met during the assignment process with the following exception: AC members have a six-month grace period from the tenure start date to complete PMT401 and PMT402. Additionally, for CAPs and KLPs, the requirement for Acquisition Corps membership must be met and a tenure agreement must be executed during the assignment process.

## Chapter 18 Individual Development Plan and Performance Appraisals

### 18.1 Overview

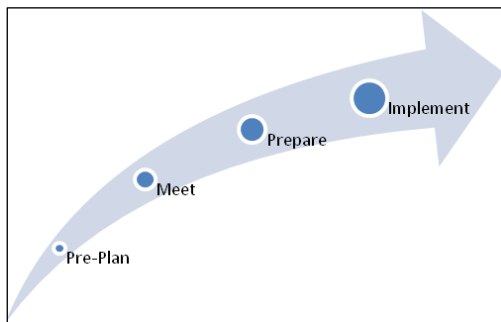
The Individual Development Plan (IDP) is an administrative mechanism for identifying and tracking development needs and goals. It is used to encourage employees to take responsibility and accountability for their career development and ensure they acquire the skills needed to stay current in their career field. The IDP should, as a minimum, include education, experience and training required to meet the certification level of the position. Additionally, it provides an opportunity for supervisors and employees to discuss their plan for career development and progression. All Acquisition Workforce (AWF) members should prepare and maintain an approved IDP in coordination with their supervisors.

### 18.2 Requirements

18.2.1 IDPs should identify the following key elements:

- Short Term and Long Term Goals.
- Estimated timeframe for completion.
- Actual Time frame for completion.
- Development Objectives.
- Training and Development Opportunities.
- Supervisor and Employee Signatures.

### 18.3 Process



The IDP should outline the specific path to achieve education requirements, certification requirements, and desired professional competencies required of the individuals' developmental and targeted positions. It should identify appropriate education, training, and experiential assignments that must be completed at realistic milestones such that progress can be tracked and measured. The recommended steps to develop an IDP are provided below.

- 18.3.1 Pre-plan – the employee should develop their IDP and identify goals for successful career development.
- 18.3.2 Meet – the employee should schedule a meeting with their supervisor to discuss their goals for career development.
- 18.3.3 Prepare – the employee should prepare their IDP and obtain supervisor approval to implement.
- 18.3.4 Implement – the employee should begin pursuing the goals identified.
- 18.3.5 Evaluate – the employee should meet with their supervisor at regular intervals to discuss progress towards their goals and refine their IDP as necessary.

## **18.4 Performance Appraisals – Management for Acquisition Workforce Excellence**

In accordance with USC 10, Chapter 87, Section 1701(a), management should advise AWF members on how to develop performance plans that reflect an understanding of how their performance contributes to the Department's mission and success of the defense acquisition system. Performance plans and appraisals for both AWF members and their supervisors should include DAWIA program goals and requirements (such as certification and continuous learning) in the performance appraisal process, and through subsequent evaluations, address any shortfalls in meeting program requirements.

- 18.4.1 Organizations must establish a process that provides an opportunity for review and inclusion of comments on an AWF member's appraisal by a person serving in an acquisition position in the same acquisition career field (USC 10, Chapter 87, 1722).
- 18.4.2 In accordance with DoD Instruction 5000.66, 5.3.12, the first level of contracting officers' evaluations must be performed within the contracting career chain, with the following exception: the performance evaluation of the senior official in charge of contracting for the organization.

## **Chapter 19 Naval Acquisition Development Programs**

### **19.1 Overview**

The Director, Acquisition Career Management (DACM) exercises oversight responsibility for the Naval Acquisition Development Program (NADP) which consists of the Entry Level and the Associates Program. Both programs are designed to provide the DON Acquisition Enterprise with highly skilled professionals who have the tools to deliver critical products and services to the warfighter on time and within budget. As many as fourteen Navy/Marine Corps commands participate in these highly sought after programs which are recognized as models for other DoD and Federal agencies. The following paragraphs and the NADP Operating Guide provide additional information and guidance.

### **19.2 NADP Entry Level**

The NADP Entry Level Program is a highly competitive up to three year developmental program that attracts outstanding college graduates from a variety of academic disciplines and career paths. It is comprised of men and women who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs that support the warfighter. The Program provides participants an opportunity for career broadening assignments and rapid advancement and is the foundation for building the Department's acquisition leadership of the future.

19.2.1 Eligibility. Interested candidates qualify based on the following criteria:

- Meets the applicant qualification requirements as outlined in the NADP Operating Guide and defined in the Office of Personnel Management's (OPM) Qualification Standards Handbook.
- Meets the citizenship, clearance, and other requirements as outlined in all vacancy announcements.
- Have a bachelor's degree, which meets the requirements of the desired career field, from an accredited institution, documented on an official transcript or meet the experiential requirements as defined in the vacancy announcement.

19.2.2 Program Length. The program length can be two, two and half, or three years in length depending upon the individual's career field and their credentials at the time of hire.

19.2.3 Program Authority. The NADP was established on October 1, 1992 by the Defense Acquisition Workforce Improvement Act (DAWIA), USC 10, Chapter 87, Sections 1701-1764.

### **19.3 NADP Associates**

The NADP Associates Program is a structured management training program designed to recruit and develop mid-career professionals with significant experience in the public or private sector to meet mid-level DON Acquisition Workforce requirements.

19.3.1 Eligibility. Interested candidates qualify based on the following criteria:

- Meets the applicant qualification requirements as outlined in the NADP Operating Guide or defined in the vacancy announcement for each position.
  - Meets the citizenship, clearance, and other requirements as outlined in the vacancy announcement.
  - Have a bachelor's degree, which meets the desired career field requirements, from an accredited institution, documented on an official transcript or meet the experiential requirements as defined in the vacancy announcement.
- 19.3.2 Program Length. The Associates Program is a two-year career development program.
- 19.3.3 Program Authority. The NADP Associates Program was established within Section 852 of the National Defense Authorization Act (NDAA) of 2008, Public Law No. 110-181 and amended by the NDAA of 2010, Public Law No: 111-84. This legislation created the Defense Acquisition Workforce Development Fund (DAWDF).

#### **19.4 NADP Wounded Warrior (NADP-WW)**

The NADP Wounded Warrior (NADP-WW) supports command outreach to Wounded Warrior post medical treatment by providing an expanded avenue for employment opportunities at the Entry Level. NADP-WW is currently available to any Wounded Warrior that meets Office of Personnel Management (OPM) standards for the prospective job series at the GS -5, 7, and 9 level.

- 19.4.1 Eligibility. Interested candidates qualify based on the following criteria:
- Honorably discharged disabled veterans who have a compensable service-connected disability of 30 percent or more and the disability resulted from injury or disease received in the line of duty as a direct result of armed conflict or was caused by an instrumentality of war and was incurred in the line of duty during a period of armed conflict.
  - Those with three (3) years of general progressively responsible experience, (one) 1 year of which was equivalent to at least GS-4, or completion of a 4-year course of study leading to a bachelor's degree (if required).
  - Demonstrate the ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions; plan and organize work.
  - Effective communication, both orally and in writing.
  - All disabilities must be documented by a notice of retirement or discharge due to service-connected disability from military service dated at any time, or by a notice of compensable disability rating from the Department of Veteran Affairs, dated 1991 or later.
- 19.4.2 Program Length. This program expands the current program length to a maximum of 4 years for the GS-5 candidate entering without a degree or

required qualifications for the typical NADP 3-year program. Upon successful completion of this program, the candidate will be placed at the GS-12 level.

- 19.4.3 Program Authority. NADP-WW is established within Section 852 of the National Defense Authorization Act (NDAA) of 2008, Public Law No. 110-181. This legislation created the Defense Acquisition Workforce Development Fund (DAWDF).

## **Chapter 20 Contracting Professional Development Program**

### **20.1 Overview**

The purpose of the DON Contracting Professional Development Program (CPDP) is to recruit individuals with great potential and provide them with a path to meet requirements for assignment to positions in the 1102 occupational series. This program, managed locally by the Command on behalf of the DACM, is a probationary program that equips Commands with a tool to recruit highly skilled individuals who do not meet the 1102 statutory education requirements and provide them with the opportunity to meet the education requirements as well as certification requirements during the length of the program. The DON [CPDP Operating Guide](#) is available on-line and provides details on how candidates must be recruited, hired, and developed.

#### 20.1.1 Eligibility:

- Must meet the qualification requirements of the developmental position.
- Possess the background and experience that exhibit high potential for successful completion of the program.
- Meet one of the requirements described below:
  - Have a bachelor's degree, with a grade point average of at least 3.0 on a 4.0 scale, from an accredited institution of higher education; OR
  - Have successfully completed 24 semester hours from an accredited institution of higher education in any combination of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

#### 20.1.2 Program Length. The program is a probationary program of up to 36 months.

### **20.2 Annual Reporting Requirement**

At the end of each fiscal year, commands must provide the following information to the DACM:

#### 20.2.1 Total number of CPDP participants.

#### 20.2.2 During the reporting period:

- Number of participants who entered the program.
- Number of participants who successfully completed the program and were assigned to their target 1102 positions.
- Number of participants who left or were otherwise removed from the program. Explain circumstances.
- Confirmation that the program is beneficial and still required.
- Comments/Issues.

## Chapter 21 Acquisition Position Designation

### 21.1 Overview

The designation and coding of acquisition positions, summarized in Table 21-1, Position Designation Quick Overview below, form the framework for all aspects of the DON DAWIA Program. Acquisition positions must be properly identified and coded in appropriate official data systems so that employees assigned to them can become certified, be selected for Acquisition Corps membership, receive priority for training, apply for tuition assistance, participate in Continuous Learning, and take part in other aspects of the program.

### 21.2 Process

QUICK OVERVIEW
1. Identify positions that have Special Statutory Requirements
2. Identify Key Leadership Positions
3. Identify Critical Acquisition Positions
4. Identify positions that must be designated as Acquisition Positions
5. For all other positions, identify those that meet the definition of acquisition and the 50% rule
6. Determine the Position Category (Career Field)
7. Determine the Certification Level
8. Code the Acquisition Workforce Position in official personnel/manpower system
9. Review and validate the Acquisition Workforce Position annually and when changes occur

**Table 21-1 Position Designation Quick Overview**

**Step 1 – Identify positions that have Special Statutory Requirements (i.e., requirements specifically identified in DAWIA statute). They are:**

- Acquisition Flag, General Officer, and SES.
- Program Executive Officer (PEO).
- PM for MDAPs (ACAT I/IA).
- DPM for MDAPs (ACAT I/IA).
- PM for Significant Non-major Programs (ACAT II).
- DPM for Significant Non-major Programs (ACAT II).
- Senior Contracting Officials (SCOs are the Heads of Contracting Activities (HCAs), including the Naval Field Contracting System, as defined by the [Defense FAR Supplement \(DFARS\), Subpart 202.1](#)).



- Civilian 1102 (and equivalent military positions).
- Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold.

**Step 2 – Determine if the Acquisition Position is a Key Leadership Position (KLP)**

Key Leadership Positions (KLPs) are senior acquisition positions (civilian and active duty military) that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. They are expected to be filled by military personnel at the O-6 level or civilian equivalents and above. Individuals assigned to KLPs have a significant level of responsibility and are key to the success of a program or effort. Within DON, KLPs are limited to the types of positions identified in Chapter 5, Key Leadership Positions. Additional KLP designations must be approved on a case-by-case basis by the ASN(RDA).

Positions designated as KLPs also have a Special Acquisition Assignment (SAA) to specify the key leadership role of the position. The SAA should align with the position category (see 5.3, Special Acquisition Assignments, and Table 5-1, SAA-Position Category Alignment). Coding for civilian KLPs is provided in Appendix H, DON Civilian Acquisition Assignment Coding Sheet (see sections 1, 2, and 6). Until specific SAA codes are available for military positions, the SAA is inferred from position category and rank.

**Step 3 – Determine if the Acquisition Position is a Critical Acquisition Position (CAP)**

Critical Acquisition Positions (CAPs) are senior acquisition positions (civilian and active duty military) that have significant responsibility, primarily involving supervisory or management duties in the acquisition system.

These positions require Defense Acquisition Corps membership, Level III certification and a tenure obligation. Within DON, CAPs are limited to the types of positions identified in Chapter 6, Critical Acquisition Positions. Additional CAP designations must be approved on a case-by-case basis by the DACM.

**Step 4 – Identify other positions that must be designated as Acquisition Positions**

- Civilian occupational series 1102, 1103 and 1105 positions.
- Civilian positions in the Naval Acquisition Development Program (NADP) and Contracting Professional Development Program, and Navy military positions in the following programs: Integrated Logistics Support (ILS) Program, Contracting Officer (NACO) Program, and Financial Management Career Program.
- All positions that require the incumbent to hold a warrant above the Simplified Acquisition Threshold.

**Step 5 – For all other positions—identify those that meet the definition of Acquisition and the 50% rule**

- At least 50% of the duties and responsibilities must fall within the definition of acquisition: Acquisition is the “conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.”

**Step 6 – Determine the Position Category (Career Field)**

Once a position has been determined to be an acquisition position, it must be assigned to a Position Category (also known as a career field). This is done by associating the duties of the position to the Position Category Description (PCD) that best describes the preponderance of those duties. PCDs are found on the [Defense Acquisition University](#) website and in Appendix N. Each PCD addresses the duties, locations, and civilian occupational series, Navy Additional Qualification Designators (AQD) and Marine Corps Military Occupational Specialties (MOS) typically associated with the Position Category.

The following table provides Position Categories from which to select. The PCDs, along with the DON special criteria shown below, should be used to determine the appropriate category for the position. Refer to Table 5-1 for Position Category constraints associated with KLPs.

POSITION CATEGORY	CAREER FIELD CODE	SPECIAL CRITERIA
BUSINESS-FINANCIAL MANAGEMENT	K	N/A
BUSINESS-COST ESTIMATING	P (B for Navy MIL)	<ul style="list-style-type: none"> <li>• <b>This Position Category has a degree requirement for certification.</b> In order to designate a position in this Category, the occupational series of the position must require the degree identified for the Position Category.</li> </ul>
CONTRACTING	C	<ul style="list-style-type: none"> <li>• All civilian positions in the 1102 occupational series and comparable military must be designated in Contracting.</li> <li>• All positions in the DON Contracting Professional Development Program must be designated in Contracting.</li> <li>• <b>This Position Category has a degree requirement for certification.</b> In order to designate a position in this Category, the occupational series of the position must require the degree identified for the Position Category.</li> </ul>
ENGINEERING	S	<ul style="list-style-type: none"> <li>• <b>This Position Category has a degree requirement for certification.</b> In order to designate a position in this Category, the occupational series of the position must require the degree identified for the Position Category.</li> </ul> <p>*Note: Civilians serving in a 0802,0856, or 0895 positions may meet the OPM education requirements in lieu of this education standard for <u>Level I</u> certification only. For OPM requirements, contact your servicing Human Resources Office or OPM’s website at <a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards">http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards</a>.</p>
FACILITIES ENGINEERING	F	<ul style="list-style-type: none"> <li>• This Position Category is not applicable to military positions.</li> </ul>
INDUSTRIAL/ CONTRACT PROPERTY MANAGEMENT	D	<ul style="list-style-type: none"> <li>• All civilian positions in the 1103 occupational series must be designated in Industrial/Contract Property Management.</li> <li>• This Position Category is not applicable to military positions.</li> </ul>
INFORMATION TECHNOLOGY	R	N/A
LIFE CYCLE LOGISTICS	L	N/A
PRODUCTION, QUALITY AND MANUFACTURING	H (G for Navy MIL)	N/A

POSITION CATEGORY	CAREER FIELD CODE	SPECIAL CRITERIA
<b>PROGRAM MANAGEMENT</b>	A (J for Navy MIL PMs in International Acquisition career path)	The following acquisition positions must be designated in Program Management: <ul style="list-style-type: none"> <li>• Program Executive Officer (PEO)</li> <li>• Deputy PEO (DPEO)</li> <li>• Executive Director PEO (ED PEO)</li> <li>• Direct Reporting Program Manager (DRPM)</li> <li>• Deputy DRPM</li> <li>• ACAT I-IV Program Managers (PM)</li> <li>• ACAT I-IV Deputy Program Managers (DPM)</li> </ul> International Acquisition Career Path: <ul style="list-style-type: none"> <li>• The International Acquisition (IA) career path is within the Program Management Position Category.</li> <li>• If assigned to a PM-IA position, both the PM certification requirements and the IA training requirements must be met.</li> </ul>
<b>PURCHASING</b>	E	<ul style="list-style-type: none"> <li>• All civilian positions in the 1105 occupational series must be designated in Purchasing.</li> <li>• This Position Category is not applicable to military positions.</li> </ul>
<b>SCIENCE AND TECHNOLOGY MANAGER</b>	I	<ul style="list-style-type: none"> <li>• S&amp;T Manager is used for management positions typically located in the Office of Naval Research and the Navy laboratories.</li> <li>• <b>This Position Category has a degree requirement for certification.</b> In order to designate a position in this Category, the occupational series of the position must require the degree identified for the Position Category.</li> </ul>
<b>TEST AND EVALUATION</b>	T	<ul style="list-style-type: none"> <li>• <b>This Position Category has a degree requirement for certification.</b> In order to designate a position in this Category, the occupational series of the position must require the degree identified for the Position Category.</li> </ul>

**Table 21-2 Position Criteria**

**Step 7 – Determine the Certification Level**

A certification level must be assigned to each acquisition position. There are three certification levels: Level I (Basic); Level II (Intermediate); and Level III (Advanced). KLPs and CAPs are required to be Level III. For more detailed information on designation of certification levels, refer to Chapter 8, Certification.

**Step 8 – Code the position, and any subsequent changes, in the appropriate personnel/manpower data system.**

- Civilian: Complete the DON Civilian Acquisition Assignment Coding Sheet provided at Appendix H and attach to the position description; code in the Defense Civilian Personnel Data System.
- Navy Military:
  - Officer: Code in the Navy Total Force Manpower Management System.
  - Enlisted: Designate as AWF positions on a case-by-case basis with DACM approval. Submit the following information to the [DACM Desk](#) for coding in eDACM:
    - Organization.
    - Location.

- UIC (Unit Identification Code).
  - Billet Sequence Code.
  - Position Category and Level.
  - Summary of Acquisition Duties.
  - Projected Rotation Date.
  - Name/Rank of Incumbent.
  - Date Assigned to Billet.
- Marine Corps Military Officer and Enlisted: Code in the Marine Corps Training Information Management System.

### **Step 9 – Position Review and Validation**

- Acquisition position designations must be reviewed and validated annually, prior to recruitment, during reorganizations, and when the duties and responsibilities of the positions change.
- Position validation should be included as an assessable unit and statement of assurance in management control plans. Position validation must be documented in the annual statement of assurance (refer to [SECNAV Instruction 5200.35E](#)).

## Appendix A Glossary of Terms

**Accredited institutions of higher education** are colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Under Secretary of Education for student loans and federal tuition assistance programs. A listing of these schools is available through the U.S. Department of Education website.

**Acquisition** is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy Department of Defense (DoD) needs, intended for use in, or in support of, military missions.

**Acquisition Career Field** is one or more occupations that require similar functional acquisition competencies.

**Acquisition Category (ACAT)** refers to categories established to facilitate decentralized decision making and execution and compliance with statutorily imposed requirements. The categories determine the level of review, decision authority, and applicable procedures.

**ACAT I** programs are Major Defense Acquisition Programs (MDAPs). A MDAP is a program that is not a highly sensitive classified program and that is designated by the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) as a MDAP; or that is estimated to require eventual expenditure for research, development, test, and evaluation (RDT&E), including all planned increments, of more than \$480 million (Fiscal Year (FY) 2014 constant dollars) or procurement, including all planned increments, of more than \$2.79 billion (FY 2014 constant dollars). ACAT I programs have two sub-categories:

- **ACAT ID** for which the Milestone Decision Authority (MDA) is USD(AT&L). The “D” refers to the Defense Acquisition Board (DAB), which advises the USD(AT&L) at major decision points.
- **ACAT IC** for which the MDA is the DoD component head or, if delegated, the DoD - component acquisition executive (CAE). The “C” refers to component.

The USD(AT&L) designates programs as ACAT ID or ACAT IC.

**ACAT IA** programs are Major Automated Information Systems (MAIS). A MAIS is a DoD acquisition program for an automated information system (AIS) that is either designated by the MDA as a MAIS, or estimated to exceed:

- \$40 million (FY 2014 constant dollars), for all increments, regardless of appropriation or fund source, directly related to the AIS definition, design, development, and deployment, and incurred in any single FY; or
- \$165 million (FY 2014 constant dollars), for all expenditures, for all increments, regardless of appropriation or fund source, directly related to the AIS definition, design, development, and deployment, and incurred from the beginning of the Materiel Solution Analysis (MSA) Phase through deployment at all sites; or
- \$520 million (FY 2014 constant dollars) for all expenditures, for all increments, regardless of appropriation or fund source, directly related to the AIS definition, design, development, deployment, operations and maintenance (O&M), and incurred from the

beginning of the MSA phase through sustainment for the estimated useful life of the system.

AIS do not include computer resources that are an integral part of a weapon or weapon system; used for highly sensitive classified programs (as determined by the Secretary of Defense (SECDEF)); used for other highly sensitive information technology (IT) programs (as determined by the Department of Defense Chief Information Officer (DoD CIO)); or determined by the USD(AT&L) or designee to be better overseen as a non-AIS program.

ACAT IA programs have two sub-categories:

- **ACAT IAM** for which the MDA is the USD(AT&L). The USD(AT&L) may delegate MDA authority to the DoD CIO, or other designee. The “M” (in ACAT IAM) refers to MAIS.
- **ACAT IAC** which the MDA (USD(AT&L), DoD CIO, or other designee) has delegated to the head of the DoD component or, if delegated, the CAE. The “C” (in ACAT IAC) refers to component.

**ACAT II** programs are defined as those acquisition programs that do not meet the criteria for an ACAT I program, but do meet the criteria for a major system. A major system is defined as a program estimated by the DoD component head to require eventual expenditure for RDT&E of more than \$185 million in FY 2014 constant dollars, or for procurement of more than \$835 million in FY 2014 constant dollars or those designated by the DoD component head to be ACAT II. The MDA is the DoD CAE.

**ACAT III** programs are defined as those acquisition programs that do not meet the criteria for ACAT II. The MDA is designated by the CAE. This category includes less-than-major AISs.

**ACAT IV (Navy and Marine Corps only)** ACAT programs in the Navy and Marine Corps not otherwise designated as ACAT III are designated ACAT IV. There are two categories of ACAT IV programs: IVT and IVM. ACAT IVT programs require Operational Test and Evaluation (OT&E) while ACAT IVM programs do not.

**Acquisition Management** is management of any or all of the activities within the broad spectrum of “acquisition,” as defined in this glossary. Also includes training of the Defense Acquisition Workforce and activities in support of the Planning, Programming, Budgeting, and Execution (PPBE) process for defense acquisition systems/programs. For acquisition programs, this term is synonymous with program management.

**Acquisition Managers** are persons responsible at different levels for some activity related to developing, producing, and/or fielding an Automated Information System (AIS) or weapon system. Includes senior-level managers responsible for ultimate decisions, program managers (PMs), and commodity or functional-area managers.

**Acquisition Position Categories** are subsets of acquisition positions that are characterized by a common set of core acquisition and functional competencies.

**Acquisition Program** is a directed, funded effort that provides a new, improved, or continuing materiel, weapon, or information system or service capability in response to an approved need. Acquisition programs are divided into categories that are established to facilitate decentralized decision making, execution, and compliance with statutory requirements.

**AT&L Position Category Descriptions (PCDs)** are resources used to designate acquisition positions. Once a Department of Defense position (civilian or military) has been evaluated and it has been determined to be an acquisition position, it must be assigned to one of the current acquisition career fields/paths. This is done by associating those acquisition related duties/functions to the Position Category Description (PCD) that best describes the preponderance of those acquisition related duties/functions.

**Acquisition Positions** are those civilian and military positions in the Department of Defense that are designated as acquisition positions in accordance with 10 USC Section 1721 and required to adhere to regulations issued by the USD(AT&L).

**Acquisition Workforce/AWF** comprises the persons who occupy acquisition designated/coded positions.

**Career Field Certification** is the process by which the DoD recognizes that AWF members have achieved functional and core disciplines as required by their career field and level assigned to their positions.

**Competencies**, as used in this Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AWF to perform the duties and responsibilities of the various AWF positions.

**Component Acquisition Executive (CAE)** is the **Service Acquisition Executive** of a Military Department or the person designated to be the CAE by the Head of a DoD Component other than a Military Department. For the purpose of this Operating Guide, the Head of a DoD Component is the CAE for the DoD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD. Within DON, the SAE is the Assistant Secretary of the Navy (Research, Development, and Acquisition (ASN(RDA))).

**Continuous Learning (CL)** is a mandatory element of the DAWIA Program and provides a means for AWF members to learn and demonstrate currency in their primary functional disciplines, and participate in acquisition leadership opportunities.

**Contracting Officer** is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

**Critical Acquisition Positions (CAPs)** are a subset of acquisition positions specifically designated by the CAE in accordance with DAWIA, responsible for implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

**DANTES (Defense Activity for Non-Traditional Education Support) examinations** may be substituted for semester credit hours. DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and Educational Testing Service (ETS). Twelve (12) tests are available in the business career field. More information can be found on the [DANTES website](#).

**Defense Acquisition Corps**, referred to as the “Acquisition Corps,” is a pool of highly qualified members of the AWF qualified to fill CAPs. It is composed of those persons who have met the Acquisition Corps standards prescribed by DAWIA and implementing regulation, and who have been granted membership in the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

**Defense Acquisition Workforce Education, Training, and Career Development Program** includes the structure, resources, policies, and procedures to enable the AWF to achieve the competencies required to perform the duties and responsibilities as required by acquisition positions and to promote integrated AWF management.

**Defense Civilian Personnel Data System (DCPDS)** is a human resources information support system for civilian personnel operations in the Department of Defense (DoD). The DCPDS enabled the Department to move from multiple systems to a single information system for DoD civilian employees.

**Directive-Type Memorandum (DTM)** is one of several forms of DoD Issuance (e.g., DoD Directives (DoDDs), DoD Manuals DoD Instructions (DoDIs)) used to change or cancel DoD policy. DTMs are usually issued when time constraints mandate such an action. DTMs do not permanently change or supplement existing issuances, and are effective for not more than 180 days from the date signed, unless extended. Ultimately DTMs are incorporated into existing DoD issuance, converted to a new DoD issuance, reissued, or cancelled.

**DON Echelon I and II** commands are the top 2 organizational levels within the Department. Echelon I includes the Secretariat (Secretary of the Navy, SECNAV Executive Assistants, and Chief of Naval Research) and the CNO/Commandant of the Marine Corps and their deputies and assistants. Echelon II commands are those that are structured directly below; examples include the six Systems Commands (SYSCOMs).

**eDACM - DON Acquisition Career Management System** that includes modules for updating an employee's profile, registering for DAU courses, applying for tuition assistance, tracking continuous learning, applying for career field certification, and more. More information and the log-in can be found on the [eDACM](#) website.

**Functional Leads (FLs)** are senior DoD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

**Heads of Contracting Activities (HCAs)** are agency heads authorized to contract for supplies and services. May be delegated to major command heads within an agency. Title is by virtue of position.

**Integrated Product Team (IPT)** is a team composed of representatives from appropriate functional disciplines working together to build successful programs, identify and resolve issues, and make sound and timely recommendations to facilitate decision-making. There are three types of IPTs: Overarching IPT (OIPTs) that focus on strategic guidance, program assessment, and issue resolution; Working-level IPT (WIPTs) that identify and resolve program issues, determine program status, and seek opportunities for acquisition reform; and Program-level IPT (PIPTs) that focus on program execution and may include representatives from both government and industry after contract award.

**Key Leadership Positions (KLPs)** are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

**Major Acquisition Information Systems (MAIS)** see “**Acquisition Category—ACAT IA**”.

**Major Defense Acquisition Program (MDAP)** see “**Acquisition Category—ACAT I**”.



**Management Information System (MIS)** is an orderly and disciplined accounting and reporting methodology, usually mechanized, which provides for the accurate recording of data, and the timely extrapolation and transmission of management information used in decision-making.

**Navy Enlisted Personnel System (NES)** is the Navy's authoritative database for all active duty Navy enlisted personnel. The system generates and maintains the official automated personnel records of all United States Navy/United States Naval Reserve (USN/USNR) active duty enlisted personnel. NES is primarily used to calculate enlisted strength, to authorize the establishment of a pay record at Defense Finance Accounting Center, and to prepare Enlisted Distribution Verification Reports (EDVR) for distribution to field activities. Additionally, the enlisted distribution and promotion processes are dependent upon the quality of NES data, as are numerous managerial and congressional groups overseeing aggregated information about the active enlisted population.

**Officer Personnel Information System (OPINS)** is a corporate system that generates and maintains the official automated personnel records of all the United States Navy/United States Naval Reserve (USN/USNR) active duty officers and officer candidates for both current and historical purposes. OPINS also maintains personnel records for active duty officers (Active Duty for Special Work (ADSW), Full Time Support (FTS), Officer Candidates Accounting and Reporting Subsystem (OCARS), Naval Reserve Officer Training Corps (NROTC), and United States Naval Academy (USNA). OPINS is primarily used to calculate officer staffing strength, authorize the establishment of a pay record at the Defense Finance and Accounting Service (DFAS), prepare Officer Data Cards (ODC) for dissemination to officers, and prepare Officer Distribution Control Reports (ODCR) for dispersal to field activities.

**Program Executive Officer (PEO)** is a military or civilian official who has responsibility for directing several Major Defense Acquisition Programs (MDAPs) and for assigned major system and non-MDAPs. A PEO normally has no other command or staff responsibilities within the Component, and only reports to and receives guidance and direction from the DoD Component Acquisition Executive (CAE).

**Program Management** is the process whereby a single leader exercises centralized authority and responsibility for planning, organizing, staffing, controlling, and leading the combined efforts of participating/assigned civilian and military personnel and organizations, for the management of a specific defense acquisition program or programs, throughout the system life cycle.

**Program Manager (PM)** is the designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user's operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA) - (DoDD 5000.01).

**Special Acquisition Assignments (SAAs)** refers to a standardized list of assignments held by individuals in Key Leadership Positions (KLPs); used to specify KLP roles like Program Executive Officer, Program Manager (ACAT I/II), Program Lead Systems Engineer/Chief Engineer, Senior Contracting Official, etc.

**Senior Contracting Official (SCO)** - Within DON, the SCOs are the Heads of Contracting Activities and their deputies who are responsible for the oversight and review of their subordinate contracting organizations. The HCAs are NAVAIR, NAVSEA, SPAWAR,

NAVFAC, MSC, NAVSUP, ONR, SSP, NAVICP, Marine Corps HQ-ILS and MARCORSYSCOM.

**Total Force Manpower Management System (TFMMS)** is a classified mainframe manpower system that contains requirements, authorizations, and end strength data for Navy officer, enlisted, and civilian personnel.

**Training Information Management System (TIMS) (Marine Corps)** is a classified mainframe manpower system that contains requirements, authorizations, and end strength data for Marine Corps officer, enlisted, and civilian personnel.

## Appendix B Acronyms

AC	Acquisition Corps (formerly Acquisition Professional Community-APC)
ACAT	Acquisition Category
ACC	Acquisition Career Field Council
ACE	American Council on Education
AQD	Additional Qualification Designator
APM	Acquisition Professional Member
ASN(RDA)	Assistant Secretary of the Navy (Research, Development, and Acquisition)
AT&L	Acquisition, Technology & Logistics
AWF	Acquisition Workforce
AWTAP	Acquisition Workforce Tuition Assistance Program
CAE	Component Acquisition Executive (within DON, this is known as the Service Acquisition Executive (SAE) and is the ASN(RDA)
CAP	Critical Acquisition Position
CEU	Continuing Education Unit
CL	Continuous Learning
CLC	Continuous Learning Center
CLP	Continuous Learning Point
CMC	Commandant of the Marine Corps
CNO	Chief of Naval Operations
CPDP	Contracting Professional Development Program
DACMs	Directors for Acquisition Career Management
DACM-MIS	DACM Management Information System
DAE	Defense Acquisition Executive
DANTES	Defense Activity for Non-Traditional Education Support
DASN	Deputy Assistant Secretary of the Navy
DRPM	Direct Reporting Program Manager
DAU	Defense Acquisition University
DAWDF	Defense Acquisition Workforce Development Fund
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DDRMP	Deputy Direct Reporting Program Manager
DoD	Department of Defense

DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DPD	DAWIA Program Director
DPM	Deputy Program Manager
DRPM	Direct Reporting Program Manager
DTM	Directive-Type Memorandum
eDACM	DON Acquisition Career Management System
ED PEO	Executive Director, Program Executive Officer
FL	Functional Leads
FIPT	Functional Integrated Product Team
FN	Foreign National
GO	General Officer
HCA	Heads of Contracting Activities
IDP	Individual Development Plan
IMAPMIS	Inactive Manpower & Personnel Management Information System
IPT	Integrated Product Team
KLP	Key Leadership Position
MAIS	Major Acquisition Information Systems (ACAT IA Programs)
MDA	Milestone Decision Authority
MDAP	Major Defense Acquisition Programs (ACAT I Programs)
MDP	Master Development Plan
MIS	Management Information System
MOS	Military Occupational Specialty
NACC	Naval Acquisition Career Center
NADP	Naval Acquisition Development Program
NADP-WW	Naval Acquisition Development Program Wounded Warrior
NDAA	National Defense Authorization Act
NES	Navy Enlisted Personnel System
NPC	Naval Personnel Command
OPINS	Officer Personnel Information System
OPM	Office of Personnel Management
PCD	Position Category Description
PCD	Principal Civilian Deputy (ASN(RDA))

PD	Position Description
PEO	Program Executive Officer
PM	Program Manager
PMD	Principal Military Deputy (ASN(RDA))
SAA	Special Acquisition Assignment
SCO	Senior Contracting Official
SECNAVINST	Secretary of the Navy Instruction
SELRES	Selected Reserve
SES	Senior Executive Service
SSB	Senior Steering Board
TFMMS	Total Force Manpower Management System
TIMS	Training Information Management System (Marine Corps)
URL	Unrestricted Line Officer
USC	United States Code
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
WMG	Workforce Management Group

## **Appendix C Waiver Summary Sheet**

### **WAIVER SUMMARY SHEET FOR KEY LEADERSHIP POSITIONS/ACQUISITION FLAG/GO/SES AND MILITARY CRITICAL ACQUISITION POSITIONS**

1. Name:
2. Position Title and Grade:
3. Command/Organization/UIC:
4. Type of Position:  KLP  FLAG  GO  SES  Navy Mil CAP
5. Waiver Required:
  - Acquisition Corps ( Training  Education  Experience)
  - Level III Certification ( Training  Education  Experience)
  - Special Statutory ( Training  Education  Experience)
  - Tenure
6. Duration of Waiver (cannot exceed 24 months):
7. Position Review (required prior to initiating waiver):
  - Position has been reviewed and is properly designated
8. Waiver Justification (brief summary):
9. Certification(s) Achieved:
10. Acquisition Experience (total number of months):

List Acquisition Assignments (Provide position title, location, dates assigned and number of months credited. If the experience was not in an acquisition position, include brief summary of acquisition duties).
11. Education (degree, school, and date achieved):
12. Attach individual's development plan for meeting position requirements.

## **Appendix D Quarterly Waiver Report**

Commands must report Special Statutory Requirements compliance and waiver status for KLPs and CAPs to the DACM on a quarterly basis (January 31, April 30, July 31 and October 31). At a minimum, the following fields must be reported for active, cancelled, and approved waivers:

- Fiscal Year
- Quarter
- Employee Name
- Requestor
- Command/Organization/UIC
- KLP/CAP Type
- Employee Type
- Community and/or Career Field
- Waiver Type
- Reason for the Waiver (which requirement is being waived)
- Area Lacking (experience, training, education, all)
- Approved By & Date
- Expiration Date
- Comments/Progress Update

The DACM Office provides the template to DAWIA Program Directors.

## **Appendix E PEO/Command ACAT I/IA/II PM Selection Endorsement Memo--Sample**

MEMORANDUM FOR THE ASSISTANT SECRETARY OF THE NAVY  
(RESEARCH, DEVELOPMENT AND ACQUISITION)

Via: (1) Director, Acquisition Career Management

Subject: Selection of Program Manager, Program XYZ (PEO XXX)

Reference: xxx

Encl: (1) xxx

(2) xxx

Mr. Secretary,

1. The slating panel for Program XYZ (PEO XXX) Program Manager (PM) position met on dd month yyyy. The following individuals served as Slating Panel members (name, position title, and organization):

2. This program is an XXX (ACAT I/IA or II) position and requires ASN (RDA) approval. There were six applicants, 3 military / 3 civilian. Four of the six were qualified and two required waivers. The slating panel determined the following primary nominee and two alternates (in order) as the best qualified candidates:

- a. Candidate 1
- b. Candidate 2
- c. Candidate 3

3. Explain specifically why Candidate 1 (primary nominee) stands out over Candidates 2 and 3 as the best fit for the position in terms of leadership, technical, programmatic experience and/or expertise. Additionally, explain why his/her skills align best with the current state of Program XXX portfolio.



4. Specifically, Candidate 1 brings:

a. Programmatic ability and relevant functional experience

(1) List successes in managing program budgets including ACAT Levels of programs, major achievements, and outstanding performance in relevant tours.

(2) Successful achievement of Acquisition Milestones and Gate Reviews. List successes in each Milestone and Gate Review.

(3) Broad experience and success in contracting. List contract successes and budget estimates for programs.

b. Technical ability and experience

(1) List experience with related acquisition programs that would facilitate expert knowledge in PM Position and related technical degrees and certification.

(2) List successful management of major technical/design reviews.

(3) List understanding and involvement in S&T programs.

5. I concur with the results of the Slating Panel which determined Candidate 1 to be the best qualified candidate. Subsequent Enclosures provide information on the three top qualified candidates.

6. I fully support and strongly endorse the selection of Candidate 1 as the Program Manager, Program XYZ (PEO XXX), and recommend approval.

Signed,

YYY PEO/Systems Command Flag Officer/SES

## Appendix F Slating Panel Metrics Sheet

SYSCOM: \_\_\_\_\_

PEO: \_\_\_\_\_ Program Office \_\_\_\_\_

Program Name: \_\_\_\_\_ ACAT: \_\_\_\_\_

Position Title: \_\_\_\_\_

Tenure Start Date: \_\_\_\_\_

Number of Best Qualified Candidates Forwarded to ASN(RDA)		Total Number of Candidates		Number of Qualified Candidates		Number of Candidates Requiring Waiver	
Mil	Civ	Mil	Civ	Mil	Civ	Mil	Civ

**Definitions:**

**Qualified**

- Meets minimum statutory experience requirements
- Level III certification in Program Management
- Proven on the job performance
- Relevant technical and/or operational experience
- Member of Acquisition Corps
- Can meet all statutory requirements (i.e., PMT 401 and PMT 402) within 6 months of assignment
- Exceptional interview, as applicable

**Require Waiver**

- Candidates that do not meet the statutory requirements
- Acquisition Corp members that cannot meet statutory requirements within 6 months

## Appendix G Candidate Information Sheet

This information sheet is used to assess a candidate's acquisition education, training, certification, and experience. It is sent out with the announcement, completed by the applicant, and validated by the Slating Coordinator.

Candidate: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Designator/Series: \_\_\_\_\_

Slated Position Title: \_\_\_\_\_ ACAT: \_\_\_\_\_

Acquisition Corps:

Member (Y/N): \_\_\_\_\_ Acquisition Corps Member Date: \_\_\_\_\_

Education:

Year	Degree & Field	Institution

Acquisition Certifications:

Career Field	Certification Level			Date
	1	2	3	

Training:

Required training	PMT 401 or Predecessor (PMT 301 or PMT 302)	PMT 402 or Predecessor (PMT 303)
Complete (Y/N) Date completed		

Experience: (list most recent experience first)

#	Dates	Assignment	Job Title	*Functional Competency (i.e. FM, CON, ENG, LCL, PM)	Months Acquisition Experience		
					Core	Program Office (Subset of Core)	Related
1	4/2011–4/2012	PMA 317	IPT Lead	PM	12	12	
2							
3							
.							
.							
.							
.							
Education (12 month max related experience)							
Experience Sub-total							
<b>Minimum Requirement</b>				ACAT I/IA	48	24	48
				ACAT II	36	24	36
Total (Core Acquisition + Related)				96 months – ACAT I/IA Minimum Total 72 months – ACAT II Minimum Total			

\*Assignment: (Provide narrative for each assignment identified above to demonstrate functional competency experience)

1. IPT Lead, PMA 317: Demonstrated expertise in Program Management through... [Provide justification.]
- 2.
- 3.

Experience Assessment Guidelines:

- Core Acquisition Experience
  - Core acquisition positions are *acquisition designated positions* in the following commands: Program Offices, PEOs, SYSCOMs, Developmental Test Commands, Warfare Centers, Contracting Field Activities, or Supervisor of Ship Building.
  - A minimum of 2 years program office experience is required for ACAT I/IA and ACAT II programs. This time counts as core acquisition experience.
  
- Related Acquisition Experience
  - *Acquisition designated* positions at commands not identified as “core” are considered related acquisition experience at 100% credit.
  - *Non-acquisition designated* positions that provide acquisition related experience: OPTEVFOR, Operations Test Commands, Maintenance Commands, and HQ Marine Corps are considered related acquisition experience at 50% credit.
  - For Unrestricted Line Offices (URL) only: Up to 18 months of acquisition related experience may be credited for the same amount of time in O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management, and interface with the materiel establishment(s). This credit may be applied to experience requirements for Program Management certification and Acquisition Corps membership.
  - Acquisition education is credited a maximum of 12 months of related acquisition experience if one of the following applies:
    - A Master’s Degree in hard sciences or business (e.g. Engineering, Computer Science, MBA).
    - Acquisition Related Education, i.e., Dwight D. Eisenhower School for National Security and Resources Strategy (Formally ICAF) [Acquisition Track], Nuclear Power training, Test Pilot School.

## Appendix H DON Civilian Acquisition Assignment Coding Sheet

Instructions:

- The completion of this Coding Sheet is required for all DON acquisition positions and assignments. Guidance for designating DON acquisition positions is in the DON DAWIA Operating Guide at <http://www.secnav.navy.mil/rda/workforce/Pages/StrategyPolicy.aspx>.
- Commands are required to complete and sign this Coding Sheet, attach it to the Position Description (PD) and associated Requests for Personnel Action, and provide to their human resources office for coding into the Defense Civilian Personnel Data System.
- Commands must update Coding Sheets and provide them to their human resources office when changes occur that affect the acquisition coding.
- When processing Requests for Personnel Action, data entry personnel should ensure that the acquisition information in DCPDS reflects the information on the Coding Sheet.
- An Acquisition Position Designation Flow Chart is attached to assist in the designation and coding process.

PD Number: \_\_\_\_\_ Name: \_\_\_\_\_

Command Name/UIC: \_\_\_\_\_

Pay Plan-Grade-Series-Title: \_\_\_\_\_

### 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 – Science and Technology Manager\*
- K – Business-Financial Management
- L – Life Cycle Logistics
- P – Business-Cost Estimator \*†
- R – Information Technology
- S – ENG- Engineering\*
- T – Test and Evaluation\*†

\* Requires baccalaureate 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.

\*\* Applicable to positions in the DON Contracting Professional Development Program (CPDP), Naval Acquisition Developmental Program (NADP), and formal Command level developmental programs.

**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 † Not applicable to the Purchasing career field

**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 in alignment with the position category code if “6” (KLP) was selected in Section 2. Otherwise, leave blank.**

- A – Program Executive Officer (PEO), Executive Dir PEO, Direct Reporting Program Manager (DRPM)
- B – Program Manager (PM)
- C – Deputy PM
- 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 are checked.**

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.

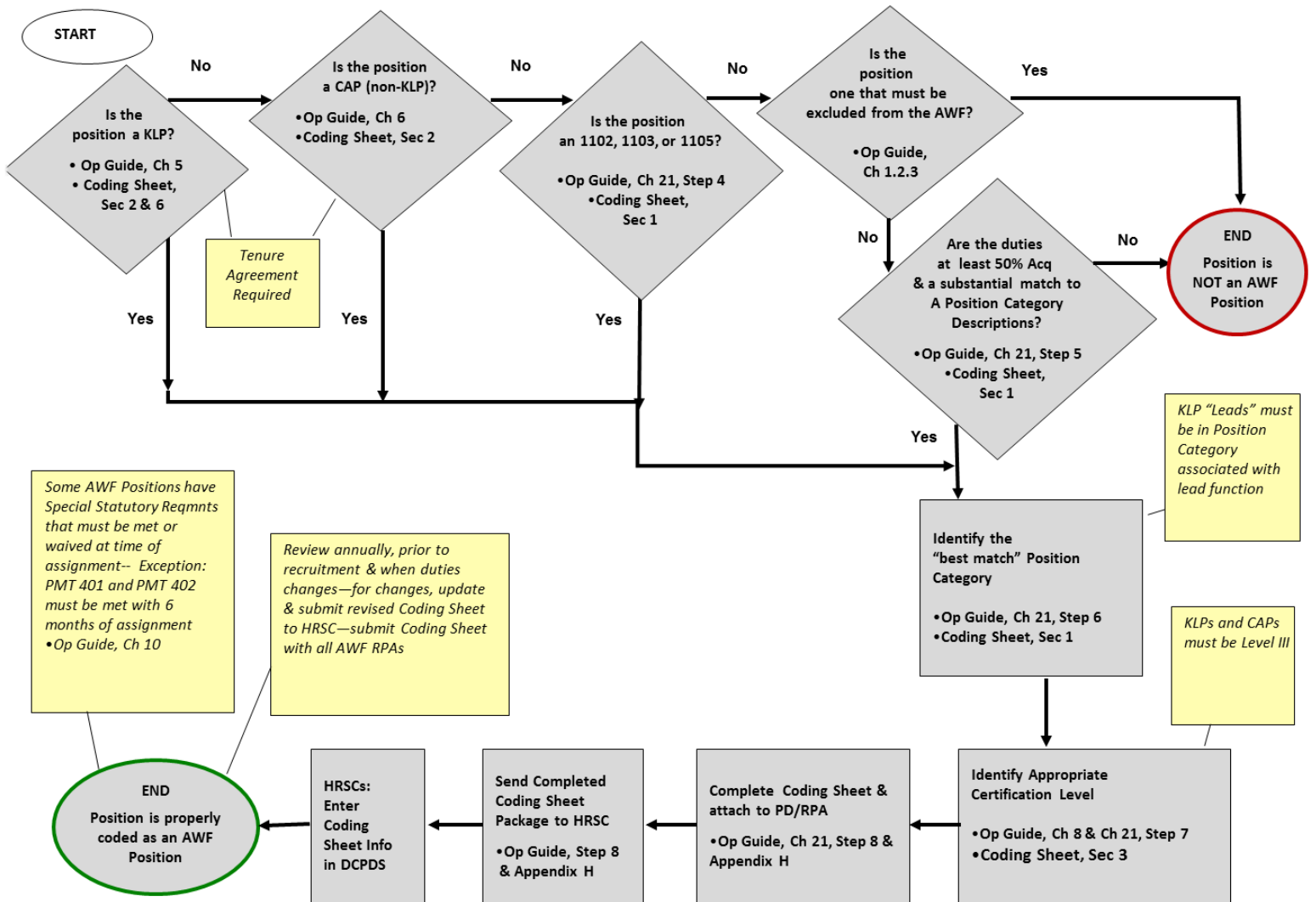
**APPROVING OFFICIAL SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**(Print Approving Official Name and Title)** \_\_\_\_\_

**POINT OF CONTACT (NAME, EMAIL, PHONE):** \_\_\_\_\_

**EFFECTIVE DATE OF ACTION:** \_\_\_\_\_

## DON Civilian Acquisition Position Designation Process





## Appendix I Critical Acquisition Position Service Agreement Key Leadership Position (KLP) [DD2889](#)

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT KEY LEADERSHIP POSITION (KLP)	
Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.	
<b>PRIVACY ACT STATEMENT</b>	
<b>AUTHORITY:</b> P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.	
<b>PRINCIPAL PURPOSE(S):</b> Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.	
<b>ROUTINE USE(S):</b> None.	
<b>DISCLOSURE:</b> Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.	
<b>1. SELECTEE NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. AT&amp;L CAREER FIELD</b>
<b>3. SERIES/DESIGNATOR</b>	<b>4. GRADE/RANK</b>
<b>5. WORKFORCE SERVICE AGREEMENT</b>	
POSITION TITLE:	
ACQUISITION PROGRAM OR ACQUISITION EFFORT:	
AT&L POSITION CATEGORY:	
POSITION NUMBER:	
COMPONENT:	
ORGANIZATION:	
UNIT IDENTIFICATION CODE:	
POSITION START DATE:	
In accepting this Critical Acquisition Position that is designated as a Key Leadership Position (KLP), I agree to a tenure period of _____ *, in accordance with the Defense Acquisition Workforce Improvement Act and implementing regulations. I further understand that I may not be assigned to a KLP unless I execute a written service agreement to remain in Federal service in that position for the period designated above. The obligation incurred by this agreement will remain in effect unless and until waived.	
*To be defined by CAE for this specific KLP, based on significant milestones, events, or efforts.	
<b>6. I understand and accept the terms of this agreement.</b>	
<b>a. SELECTEE'S SIGNATURE</b>	<b>b. DATE</b>
<b>c. APPROVING OFFICIAL SIGNATURE</b>	<b>d. TITLE</b>
	<b>e. DATE</b>
DD FORM 2889, JUL 2005	
<input type="button" value="Reset"/>	<small>Adobe Designer 7.0</small>

## Appendix J Critical Acquisition Position Service Agreement (CAP) [DD2888](#)

CRITICAL ACQUISITION POSITION SERVICE AGREEMENT		
<p>Required under the Defense Acquisition Workforce Improvement Act (DAWIA), Section 1201 of the National Defense Authorization Act for Fiscal Year 1991 dated November 5, 1990, Title 10 U.S.C. Chapter 87, as amended.</p>		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> P.L. 101-510, Title XII, "Defense Acquisition Workforce Improvement Act"; Title 10, Sections 1701-1764; and Executive Order 9397, as amended.</p> <p><b>PRINCIPAL PURPOSE(S):</b> Completion of a service agreement is required for individuals assigned to or selected to fill a Critical Acquisition Position (CAP) on and after October 1, 1993.</p> <p><b>ROUTINE USE(S):</b> None.</p> <p><b>DISCLOSURE:</b> Voluntary; however, a selectee will not be eligible for appointment to, and an incumbent will not be eligible to retain employment in, a position designated as a Critical Acquisition Position if the requested information is not provided.</p>		
<b>1. SELECTEE NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. AT&amp;L CAREER FIELD</b>	
<b>3. SERIES/DESIGNATOR</b>	<b>4. GRADE/RANK</b>	
<b>5. WORKFORCE SERVICE AGREEMENT</b>		
<p>POSITION TITLE:</p> <p>AT&amp;L POSITION CATEGORY:</p> <p>POSITION NUMBER:</p> <p>COMPONENT:</p> <p>ORGANIZATION:</p> <p>UNIT IDENTIFICATION CODE:</p> <p>POSITION START DATE:</p> <p>DATE TENURE PERIOD ENDS:</p>		
<p>In accepting this Critical Acquisition Position (CAP) that is not designated as a Key Leadership Position, I agree to the three year tenure period in accordance with the Defense Acquisition Workforce Improvement Act. I further understand that I may not be assigned to a CAP unless a written service agreement is executed to remain in Federal service in that position for a tenure period of at least three (3) years. The obligation incurred by this agreement will remain in effect unless and until waived.</p> <p>The following actions are acceptable deviations from this CAP tenure agreement and do not require a waiver: Promotion; reassignment to a command/command-equivalent position; separation; retirement; removal for cause; reduction-in-force; mobilization; assignment to military theater/zone of operation; elimination of position; or reassignment due to program cancellation, merger, or organizational realignment.</p>		
<b>6. I understand and accept the terms of this agreement.</b>		
<b>a. SELECTEE'S SIGNATURE</b>		<b>b. DATE</b>
<b>c. APPROVING OFFICIAL SIGNATURE</b>	<b>d. TITLE</b>	<b>e. DATE</b>

DD FORM 2888, JUL 2005

Reset

Adobe Designer 7.0

## Appendix K Acquisition, Technology, and Logistics (AT&L) Workforce Position Requirements or Tenure Waiver [DD2905](#)

ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) WORKFORCE POSITION REQUIREMENTS OR TENURE WAIVER <i>(Refer to the DoD Desk Guide and DoD Component procedures when preparing this form.)</i>				
<b>PART I - ROUTING/COORDINATION</b>				
1.a. FROM <i>(Component/Organization/Office Symbol and Address)</i>	b. COORDINATION/VIA <i>(Name, Title, Organization, Telephone)</i>	c. COORDINATION/VIA <i>(Name, Title, Organization, Telephone)</i>		
2. TO <i>(Waiver Approval Authority) (Organization/Office Symbol and Address)</i>				
<b>PART II - POSITION DATA</b>				
3. POSITION NUMBER	4. POSITION TITLE	5. REQUIRED GRADE/RANK		
6. UIC	7. OCC SERIES/SPECIALTY	8. AT&L POSITION CATEGORY	9. REQUIRED CERTIFICATION LEVEL	
10. POSITION TYPE		11. SPECIAL ACQUISITION ASSIGNMENT	12. PROGRAM TYPE	
<b>PART III - IDENTIFICATION AND PERSONAL DATA</b>				
13.a. LAST NAME	b. FIRST NAME	c. MI	14. RANK/GRADE	15. SSN
<b>PART IV - WAIVER TYPE/INFORMATION <i>(Complete either Item 16 OR Item 17)</i></b>				
16. POSITION REQUIREMENTS WAIVER <i>(Enter "X", when applicable, and complete a., b., and c.; explain in Item 18.)</i>				
a. POSITION REQUIREMENT(S) TO BE WAIVED <i>(Select a different requirement in each block and explain in Item 18.)</i>				
(1)	(2)	(3)		
b. DUE TO ABSENCE OF REQUIRED: <i>(Select all applicable and explain in Item 18.)</i>				
(1) EDUCATION		(2) TRAINING		
(3) EXPERIENCE				
c. WAIVER DURATION:	DURATION OF ASSIGNMENT	TARGET DATE FOR MEETING REQUIREMENT(S) <i>(DD-MMM-YYYY)</i> :		
17. TENURE WAIVER <i>(Enter "X", when applicable, and specify current and requested release dates; explain in Item 18.)</i>				
a. CURRENT TENURE EXPIRATION DATE <i>(DD-MMM-YYYY)</i> :		b. REQUESTED RELEASE DATE FROM TENURE <i>(DD-MMM-YYYY)</i> :		
18. REASON/EXPLANATION <i>(Explain the exceptional circumstances justifying the waiver. For Position Requirements Waiver, also address the individual's ability to perform in the position while working to achieve the standards.) (Continue on back if necessary.)</i>				
19. REQUESTING MANAGEMENT OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER			b. REQUESTING MANAGEMENT OFFICIAL SIGNATURE	
			c. DATE <i>(DD-MMM-YYYY)</i>	
20. REQUESTING OFFICIAL WAIVER POINT OF CONTACT <i>(Name, title, organization, and telephone number)</i>				
<b>PART V - DISPOSITION</b>				
21. APPROVING OFFICIAL				
a. NAME, RANK/GRADE, TITLE, ORGANIZATION, AND TELEPHONE NUMBER				
b. APPROVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		c. APPROVING OFFICIAL SIGNATURE		d. DATE <i>(DD-MMM-YYYY)</i>
22. APPROVING OFFICIAL COMMENTS <i>(If required) (Continue on back if necessary).</i>				

DD FORM 2905, DEC 2005

REPLACES DD FORMS 2588, 2591, 2592, 2593, 2595, 2597, 2599, AND 2601, WHICH ARE OBSOLETE.

Reset

Adobe Designer 7.0

## Appendix L Fulfillment of DoD Mandatory Training Requirement [DD2518](#)

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT			
<u>Privacy Act Statement</u>			
AUTHORITY: EO 9397, November 1943 (SSN).			
PRINCIPAL PURPOSE(S): To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.			
ROUTINE USE(S): The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.			
DISCLOSURE: Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.			
SECTION I - INDIVIDUAL REQUEST <i>(Type or print in ink)</i>			
1. NAME <i>(Last, First, Middle Initial)</i>		2. COURSE NUMBER	
3. COURSE TITLE		4. COURSE LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	
5. STATEMENT  I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE		7. DATE SIGNED <i>(YYMMDD)</i>	8. SOCIAL SECURITY NUMBER
9. TITLE		10. SERIES	11. GRADE/RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL <i>(Entry, Intermediate, Senior, etc.)</i>	15. DATE ENTERED CURRENT LEVEL <i>(YYMMDD)</i>
SECTION II - SUPERVISOR'S RECOMMENDATION			
16. CONCURRENCE/NONCONCURRENCE <i>(X one)</i>			
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I.		b. DO NOT CONCUR <i>(Return request to individual)</i>	
17. SUPERVISOR SIGNATURE		18. DATE SIGNED <i>(YYMMDD)</i>	
19. DUTY TITLE		20. OFFICE SYMBOL	21. LOCATION
SECTION III - DISPOSITION			
22. APPROVAL/DISAPPROVAL <i>(X one)</i>			
a. APPROVED		b. DISAPPROVED	
23. SIGNATURE OF APPROVING OFFICIAL		24. DATE SIGNED <i>(YYMMDD)</i>	
25. DUTY TITLE		26. OFFICE SYMBOL	27. LOCATION

DD FORM 2518, SEP 88

PREVIOUS EDITIONS ARE OBSOLETE.

Reset

Adobe Professional 8.0

## Appendix M DON PMT 401 NOMINATION TEMPLATE

As required in Chapter 13.6, SYSCOMS/PEOs, or their designated approving official(s), must submit non-statutory nominations for PMT 401 twice yearly (31 October and 30 April). Emergent nominations may be submitted as needed. A nomination template is provided below.

NAME	RANK/ GRADE	PROGRAM (E.G., PMA- XXX)	POSITION TITLE	<b>ELIGIBILITY REQUIREMENTS: MEETS ALL OF THE FOLLOWING OR LACKS (ID BY # BELOW):</b> <ol style="list-style-type: none"> <li>1. PM Level III Certified</li> <li>2. Completed PMT 352A/B</li> <li>3. 4 yrs of coded Acquisition Experience</li> <li>4. Acquisition Corps Member</li> <li>5. CL Current</li> </ol>	COMMENTS
<p><b>The individuals identified above are approved to attend PMT 401. In making these selections, consideration was given to the applicant’s credentials and potential assignment to MPM and DPM positions. DAWIA Transcripts are provided for each. The nominations shall be provided to SYSCOM DPDs for consolidation and forwarding to DACM.</b></p>					
<p><b>POC: (Name, Title, Email, Phone)</b></p>					

**Appendix N AT&L Workforce Position Category Descriptions**

Once a Department of Defense position (civilian or military) has been evaluated and it has been determined to be an acquisition position it must be assigned to one of the current acquisition career fields/paths. This is done by associating those acquisition related duties/functions to the Position Category Description (PCD) that best describes the preponderance of those acquisition related duties/functions.

Below are the currently approved PCDs used within the Department of the Navy, with a copy of the actual PCDs provided on the follow on pages within this appendix. The PCDs in this appendix are current as of the publication date of this Operating Guide. For the most current PCDs, click the respective link in the table below.

Short Title	Career Category Code (ALL)	Career Category Code (CIV)	Career Category Code (Navy MIL)	Job Specialty 1	Career Field/Path
BUS-CE		P	B		<a href="#">Business - Cost Estimating</a>
BUS-FM	K				<a href="#">Business - Financial Management</a>
CON	C				<a href="#">Contracting</a>
ENG	S				<a href="#">Engineering</a>
FE	F				<a href="#">Facilities Engineering</a>
IND	D				<a href="#">Industrial and/or Contract Property Management</a>
IT	R				<a href="#">Information Technology</a>
LCL	L				<a href="#">Life Cycle Logistics</a>
PM	A				<a href="#">Program Management</a>
PM-IA		A		I	<a href="#">Program Management – International Acquisition</a>
PM-IA	A		J		
PQM		H	G		<a href="#">Production, Quality &amp; Manufacturing</a>
PUR	E				<a href="#">Purchasing</a>
S&TM	I				<a href="#">Science &amp; Technology Manager</a>
T&E	T				<a href="#">Test &amp; Evaluation</a>

## Business - Cost Estimating

### AT&L Workforce Position Category Description (PCD)

**Career Field:** Business  
**Career Path:** Cost Estimating  
**Short Title** BUS-CE  
**Category Code:** P                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 1 April 2009                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 13 Mar 2013                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

---

#### **Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
  2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
  3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).
- 

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

---

#### **AT&L Career Field/Path Specific Duties:**

##### **Technical Process**

- Obtain system description (e.g. Cost Analysis Requirements Description (CARD))
- Define scope of the estimate
- Prepare life cycle cost estimate that include all major components
- Develop Cost Estimating/Analysis Techniques
- Conduct Cost Research
- Develop CES or WBS
- Collect and analyze programmatic data in support of CERs and factors
- Normalize collected data and be able to perform regression analysis
- Analyze schedules and use time-phasing techniques
- Apply basic knowledge of statistics, engineering, finance, learning curve and rate theory, software cost estimating
- Develop, populate, and analyze cost models
- Apply risk analysis and sensitivity analysis techniques
- Establish procedures and techniques for analyzing and evaluating performance against standards and developing validating data sources
- Effectively communicate, persuade, negotiate with program managers, contractors, and subject matter experts
- Perform "what-if" analysis on established cost models, and databases
- Utilize statistical techniques
- Document cost estimate including the assumptions, data, techniques, and models
- Defend cost estimate to various levels of leadership
- Provide technical assistance on cost related issues

##### **Technical Management Process**

- Perform Proposal Evaluation/Source Selection
- Perform Force Structure Programming Analysis
- Formulate Cost Analysis Studies
- Conduct Analysis of Alternatives
- Measure and Evaluate Contractor Performance
- Apply analytical evaluative techniques and Earned Value Management (EVM) policies and methodologies of performance measurement to acquisition programs
- Communicate, persuades, negotiates with program managers, contractors, and subject matter experts
- Plans and conducts research projects leading to improved analytical concepts, methods, and techniques
- Determine acceptability of contractor's management control systems, analyzes cost and schedule performance data, and ensure maintenance of accepted systems
- Plan, organize, and supervise cost activities and programs

- Conduct Economic Analyses
- Review and certify adequacy of cost, economics, and business case analyses
- Develop standards and techniques for evaluating adequacy of cost activities and capabilities
- Serve on technical and financial boards and committees

**Typical Line and Staff Position Titles:** Economist, Cost Estimator, Cost Analyst, Senior Cost Analyst, Lead Cost Analyst, Operations Research, Mathematics, and Statistics,

**Typical Position Locations:** Acquisition organizations within the service components (e.g., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel				
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS	
0343	0855	1530	Not Identified	ABx	65FX	8006	8844
0800	0896	1515			65WX	8057	8850
0801	1101	1520				8058	8852
0803	1501	1599				8059	
0830							

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090



**Business - Financial Management**

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Business  
**Career Path:** Financial Management  
**Short Title:** BUS - FM  
**Category Code:** K                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 1 April 2009                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 12 Mar 2013                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Manage financial aspects of a defense acquisition program throughout the total acquisition lifecycle
- Interpret and apply Fiscal/Appropriation laws, policies and directives
- Advise acquisition decision makers on business and financial management of programs
- Evaluate affordability of program by analyzing EVM performance indicators, budget controls, and cost estimations data to facilitate tradeoff decisions by program managers
- Perform a full complement or aspects of budgetary functions and duties associated with the budget process and phases
- Analyze and evaluate (on a quantities and qualitative basis) the effectiveness of line program operations in meeting established goals and objectives
- Prepare and review all program documentation to ensure that cost, schedule, and financial information correlates with program objectives
- Anticipate and/or identify financial issues and their program implication and recommend adjustment and/or corrective actions based upon each particular acquisition phase and learned best practices
- Translate program requirements into properly priced budget submissions to support POM/PR decisions
- Respond to inquiries regarding program and financial issues, and provide reclamation to proposed budget adjustments
- Develop spend plan by consulting with program manager to support program schedule and established targets
- Review contractor financial status/performance reports to perform trend analysis
- Advise on the potential benefit/use of automation, distribution of work, methods, and procedures to improve efficiency of acquisition programs
- Analyze new or proposed legislation or regulations to determine impact on acquisition programs

**Typical Line and Staff Position Titles:** Business Manager, Financial Management, Budget Analysis, Management and Program Analysis, Financial Analysis, Operations Research Analysis, Mathematics, General Business and Industry

**Typical Position Locations:** Acquisition organizations within the service components (e.g., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0343	0510	1515	Not Identified	AKx	65FX	8006 8844
0501	0560	65WX			8057 8850	
0505	1101	8058 8852				
	1501	8059				

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Contracting

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Contracting (Including Construction)  
**Career Path:** Not Uniquely Specified  
**Short Title** CON  
**Category Code:** C                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 9 Jun 2008                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 21 May 2014                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. Civilian Series 1102 and their military counterparts as noted under Career Codes are always designated as acquisition and in the Contracting Career Field IAW reference (c)
2. All positions, regardless of location, function or series, requiring a warranted contracting officer above the (Simplified Acquisition Threshold) must be designated as an AT&L position in the contracting career field per 10 USC Chapter 87 sec 1724.
3. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
4. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Develop alternatives to produce best value supplies and services, as well as manage all aspects of the life cycle of a contract or other vehicle (e.g., orders, basic ordering agreements etc.)
- Apply statutory and policy procurement-related requirements; support attainment of government socio-economic objectives; conduct market research; acquisition planning; cost and price analysis; solicitation and selection of sources; preparation, negotiation, and award of contracts through various methods to include negotiation; and perform all phases of contract administration, and terminate or close out of contracts.

**Typical Line and Staff Position Titles:** Administrative Contracting Officer, Contract Price and/or Cost Analyst, Contracting Officer, Contract Negotiator, Contract Specialist, Contract Manager, Contract Administrator, Contract Termination Specialist, Small Business Specialist, Procurement Analyst, Procuring Contracting Officer, and Termination Contracting Officer.

**Typical Position Locations:** Any DoD activity/organization performing contracting functions regardless of location.

**Typical Career Codes:**

Civilian Personnel	Uniformed Personnel			
	OCC Series	Army AOC	Navy AQD	Air Force AFSC
1102	FA 51C MOS 51C	ACx	64PX    6C0X1	3006   8057   8060 3044   8058   8856

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Engineering

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Engineering  
**Career Path:** N/A  
**Short Title:** ENG  
**Category Code:** S      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 7 May 2014      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 7 May 2014      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, oversight, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:** Plan, manage, monitor/oversee, or perform analysis, research, design, development, fabrication, installation, modification, or sustainment of systems or systems components across the entire life cycle;

Applies and/or monitors/oversees one or more of the DoD Systems Engineering Technical Processes or Technical Management Processes (See Defense Acquisition Guidebook, Chapter 4, Section. 4.3) for a specific domain (analytic or engineering specialty) at a system of systems, system, subsystem or component level.

**Technical Processes:**

- stakeholders requirements definition
- requirements analysis
- architectural design
- implementation
- integration
- verification
- validation
- transition

**Technical Management Processes:**

- decision analysis
- technical planning
- technical assessment
- requirements management
- risk management
- configuration management
- technical data management
- interface management.

**Typical Line and Staff Position Titles:** Project officer, project engineer, scientist, supervising project engineer, computer engineer/scientist, computer engineer/scientist, operations research analyst, software engineer, naval architect, specialty engineers such as materials or structures engineer, reliability engineer, design engineer, cost engineer.

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions such as: DCMA; research, development, and engineering centers and laboratories; manufacturing and maintenance centers and facilities.

**Typical Career Codes:**

Civilian Personnel	Uniformed Personnel				
OCC Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS	
08xx	51S	ASx	61X	8057	8020 8852
13xx			62EX	8058	8024 8858
15xx				8059	8846
				8061	8848

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Facilities Engineering

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Facilities Engineering  
**Career Path:** Not Uniquely Specified  
**Short Title** FE  
**Category Code:** F **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 19 Mar 2013 (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 11 Apr 2014 (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs) are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

The design, construction, and life-cycle maintenance of military installations, facilities, civil works projects, airfields, roadways, and ocean facilities: It involves all facets of life cycle management from planning through disposal, including design, construction, environmental protection, base operations and support, housing, real estate, and real property maintenance. Additional duties include advising or assisting Commanders, and acting as or advising program managers and other officials as necessary in executing all aspects of their responsibilities for facility management and the mitigation/elimination of environmental impact in direct support of the Defense Acquisition process.

**Typical Line and Staff Position Titles:** Various engineering, architect, planning, real estate, and environmental job titles. Also includes facility manager, maintenance, inspection, and public works job titles.

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/installations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0018	0343	1170	NONE	AFx	NONE	NONE
0020	04xx	1171				
0028	0690	1640				
0193	08xx	13xx				
0340	1008					

**Recommended Changes/Updates:** Forward to: Director, Leaning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

**Industrial and/or Contract Property Management**

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Industrial and/or Contract Property Management  
**Career Path:** Not Uniquely Specified  
**Short Title:** IND  
**Category Code:** D                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 13 May 2009                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 21 May 2014                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. Civilian Series 1103 and their military counterparts noted under Career Codes are always designated as acquisition and in the Industrial and/or Contract Property Management Career Field IAW reference (c).
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Develop policies and procedures for Government property management.
- Oversee and manage life cycle processes for Government-owned property being utilized by contractors (i.e., Government property in the possession of contractors and, in some instances, Government-owned contractor-operated plants.)
- Provide advice and assistance on property-related matters during acquisition planning, contract formation, and contract management.
- Review contractor's purchasing system as it pertains to property management.
- Perform investigations of instances of lost, theft, damage or destroyed government property and grant relief or recommend liability.
- Audit the Contractor's Property Management System
- Coordinate and Process Contract Property Disposal Actions

**Typical Line and Staff Position Titles:** Industrial Property Management Specialist, Property Administrator, Industrial Plant Clearance Specialist, Plant Clearance Officer, Contract and Industrial Specialist (if assigned contract property management responsibilities).

**Typical Position Locations:** DCMA and other acquisition organizations within the service components (e.g., Systems Commands, Materiel Commands, DRPMs. PEOs, as well as organizations/field activities directly supporting such organizations).

**Career Codes:**

Civilian Personnel		Uniformed Personnel		
OCC Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
1103	FA 51C MOS 51C	NONE	NONE	NONE

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Information Technology

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Information Technology  
**Career Path:** Not Uniquely Specified  
**Short Title:** IT  
**Category Code:** R                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 14 Nov 2013                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 14 Nov 2013                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Manage or provide direct support for acquisitions that develop, manage, field, and sustain Information Technology (IT) hardware and software, including National Security Systems and IT Service Contracts.
- Apply IT-related laws, policies, directives, and provide IT-related guidance throughout the total acquisition life-cycle.
- Support and implement Department of Defense Information Network compliance activities, Information Assurance certification efforts, Information Support Plan preparation in accordance with DoD 5000 and 8000 series, Chapter 7 of the Defense Acquisition Guidebook and service-unique information management policies.

**Typical Line and Staff Position Titles:** Information Technology Specialist or Officer, Software or Automation Specialist or Officer, Information Systems Staff Officer, Computer Scientist, Systems Engineer, Software Engineer, Information Assurance Specialist, Electronic Engineer, Architect (enterprise, systems, software, data), Computer Engineer, Computer Systems Analyst, Materiel Acquisition Office, Computer Communication Specialist or Officers, Cybersecurity Analyst, Information Assurance Engineer, Information Systems Security Officer, Requirements Engineer, Configuration Manager/SME.

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, Acquisition Program Office, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions, such as: DCMA; DISA; Product Centers; Software Development and Support Centers; CIO offices.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0301	0801	1515	51A	ARx	17Dx3	0602 3048 8060
0343	0854	1550	51R		DOxx	3006 8057 8846
0391	0855	2210			3D1xx	3044 8058 8848
0392	1101				1B4xx	3046 8059

**Recommended Changes/Updates:** Forward to: Director, Leaning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Life Cycle Logistics

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Life Cycle Logistics      **Ref:**  
**Career Path:** Not Uniquely Specified      (a) DoDD 5000.52 dtd 12 Jan 2005  
**Short Title:** LCL      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Category Code:** L      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006  
**Date Approved:** 19 Oct 2010  
**Last Reviewed:** 6 Feb 2014

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Understand and successfully demonstrate the applicable competencies and proficiencies underlying the seven Life Cycle Logistics competency areas identified in the 2008 DoD Logistics Human Capital Strategy (Design Influence, Integrated Logistics Support Planning, Product Support & Sustainment, Supportability Analysis, Reliability and Maintainability Analysis, Configuration Management, and Technical/Product Data Management).
- Plan, develop, implement and manage effective and affordable product support strategies throughout the life cycle for weapons, materiel, or information systems, as addressed in the DoD 5000 series.
- Perform a principal joint and/or Component logistics supportability role during the acquisition and sustainment phases of the system life cycle.
- Develop and implement outcome-based product support strategies that optimize readiness & life cycle cost affordability.
- Deliver logistics products and services to sustain system operational readiness.
- Develop and document the product support strategy in a Life Cycle Sustainment Plan which describes efforts to ensure the system's design, as well as the development of the product support package, are integrated and contribute to achieving life cycle sustainment outcome metrics.
- **Product Support Manager (PSM) Positions.** The PSM for Major Defense Acquisition Programs (ACAT I) and post-IOC MDAP programs will be acquisition designated in the LCL career field as a KLP. Additionally, the PSM for non-Major Defense Acquisition Programs (ACAT II) and post-IOC ACAT II programs will be acquisition designated in the LCL career field as a CAP. (KLPs are defined as a subset of CAPs and all CAPs require Level III in the designated acquisition career field.)

**Typical Line and Staff Position Titles:** Product Support Manager (PSM), Program Lead Logistician, ILS Manager, Logistics Element Manager, Logistics Management Specialist, Logistics Engineer, Deputy or Assistant Program Manager for Logistics, Director of Logistics, System Support Manager (SSM), Weapon Systems Manager, Supply Specialist, Supply Chain Manager, Equipment Specialist, Maintenance Manager, Transportation Management Specialist.

**Typical Position Locations:** Acquisition organizations within the DoD Components (e.g., Systems, Logistics and/or Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions, such as: logistics centers, life cycle management centers, inventory control points, logistics readiness centers, warfare centers, etc. as appropriate given the general and specific duties identified above as well as the information provided in Note 1 above.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0301	1101	2010	88A	ALx	20Cx	6002 8060
0340	1515	2032	88B		21xx	6602 8862
0343	1670	2101	90A			8057
0346	2001	2130	91B			8058
0801	2003		92A			8059

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Program Management

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Program Management  
**Career Path:** Not Uniquely Specified  
**Short Title** PM  
**Category Code:** A **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 12 Mar 2007 (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 22 May 2014 (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Manage a defense acquisition program. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature.
- Execute duties guided by DoDD 5000.01, DoDI 5000.02, DoD Issuances governing acquisition programs in the DoD Components, and other program management policies addressed in DoD 5000 and 8000 series. Not covered in this category are basic research programs.

**Typical Line and Staff Position Titles:** CAE, PEO/Deputy, Program Director/Deputy, Program Manager/Deputy, Acquisition Manager, Project Officer, Materiel Wing/Group/Squadron Commander, Systems Sustainment Manager and Project Manager, Program Analyst, Program Integrator/Representative, IPT Lead.

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs. PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions, such as: DCMA; DLA.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0340	08xx	1515	51A	AAx	60CX	8057 8060
0343	1101	67	63AX		8058	
06xx	13xx				8059	

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090



**Program Management – International Acquisition**

**AT&L Workforce Position Category Description (PCD)**

<b>Career Field:</b>	Program Management	
<b>Career Path:</b>	International Acquisition	
<b>Short Title:</b>	PM-IA	<b>REF:</b>
<b>Category Code:</b>	1	(a) DoDD 5000.52 dtd 12 Jan 2005
<b>Date Approved:</b>	13 Jul 2009	(b) DoDI 5000.66 dtd 21 Dec 2005
<b>Last Reviewed:</b>	10 Jun 2014	(c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

---

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the “General Acquisition-Related Duties” described below AND the preponderance of those duties match the “AT&L Career Field/Path Specific Duties” described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

---

**General Acquisition-Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

---

**AT&L Career Field/Path Specific Duties:**

In addition to duties described in the Program Management Position Category Description, when the program management specific duties outlined below, substantially (50% or more) involve implementing or providing support to international cooperative research, development, test and evaluation, acquisition and support programs/projects, the position should be assigned as Program Management – International Acquisition.

- Manage an international defense acquisition program/project. Responsibilities may be broad (e.g., PM, DPM, or PEO) or focused (e.g., Assistant PM for a particular function), and may be line or staff in nature.
- Execute duties guided by DoDD 5000.01, DoDI 5000.02, DoD Issuances governing acquisition programs in the DoD Components, and other program management policies addressed in DoD 2000, 5000 and 8000 series. Not covered in this category are basic research programs.

International programs or projects are characterized by one or more of the following criteria.

- Designated an international program/project or high-potential future foreign sales program (Foreign Military Sales (FMS) or Direct Commercial Sales) by the USD(AT&L) or Component Acquisition Executive, or as further delegated.
  - Associated with a Technology Development Strategy or Acquisition Strategy with an international system or cooperative opportunity identified.
  - Associated with an existing AT&L cooperative international agreement as defined in DoD Directive 5530.3, “International Agreements”, or upon submission or approval of a Summary Statement of Intent using the USD(AT&L)-issued streamlined procedures in the Defense Acquisition Guidebook as authorized by DoD Instruction 5000.02, Enclosure E10.5.b, for a potential AT&L international agreement.
  - Associated with an approved FMS Letter of Offer and Acceptance as defined in the DoD 5105.38-M, “Security Assistance Management Manual” for purposes of International sale, lease, or logistics support of U.S. major defense equipment.
-

**Typical Line and Staff Position Titles:** CAE, PEO/Deputy, Program Director/Deputy, Program Manager/Deputy, Acquisition Manager, Project Officer, Materiel Wing/Group/Squadron Commander, Systems Sustainment Manager and Project Manager, Program Analyst, Program Integrator/Representative, IPT Lead.

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions, such as: DCMA; DLA.

Typical Career Codes: Civilian Personnel			Uniformed Personnel			
			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
OCC Series						
0340	08xx	1515	51A	AJx	60CX	8057 8060
0343	1101	130	67		63AX	8058
06xx	13xx	131				8059

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir., Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Production, Quality & Manufacturing

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Production, Quality & Manufacturing  
**Career Path:** Not Specified  
**Short Title:** PQM  
**Category Code:** H                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 7 May 2014                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 7 May 2014                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

---

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
  2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
  3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).
- 

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

---

**AT&L Career Field/Path Specific Duties:** The specific duties fall into one or both of the following categories within this career field:

**Production & Manufacturing:**

- Monitors and/or manages the manufacturing and production efforts at industry or Government facilities throughout the system acquisition process.
- Assesses and reports on the availability of resources for production and realistic industry approaches to manufacturing and supply chain management.
- Conducts feasibility assessments of risk during transition period and throughout the acquisition process.
- Provides advice, assistance and recommendations to support "make" or "buy" decisions and alternative production processes.
- Performs production/manufacturing surveillance/oversight of Defense Contractors and their associated Production/Service contracts which provide supplies and/or services (to include Contractor proposal reviews).
- Performs Industrial Base capability and capacity studies.

**Quality Assurance:**

- Manages Quality Assurance (QA) processes to establish essential quality standards and controls.
  - Develops, executes and evaluates policies, procedures, plans and test provisions for QA requirements throughout the various phases of the systems acquisition cycle.
  - Ensures QA plans are integrated into the systems engineering process.
  - Performs process and product-oriented reviews and audits to ensure compliance with QA requirements
  - Provides expert support and guidance on QA-related matters to other program office and in-plant functional acquisition personnel.
  - Accepts and fields Materiel for U.S. and foreign customers.
  - Performs Data Collection and Analysis related to quality of manufacturing and production along with executive process performance and process capability analysis.
  - Prepare sampling plans to assure Product Quality for materiel acceptance.
  - Participates in Material Review Boards and Corrective Action Boards to assist in the identification, root cause, and corrective action for the disposition of nonconforming material.
  - Conducts Cost of Poor Quality Studies for continual improvement.
- 

**Typical Line and Staff Position Titles:**

**Production & Manufacturing:** Supervisory, Production, Manufacturing, Industrial Engineer; Production Management, Industrial Specialist; Production Officer; General, Aerospace, Mechanical Engineer.

**Quality Assurance:** QA Supervisor, Representative, or Staff Specialist; Mathematical Statistician, QA Engineer, Supervisory and/or Quality Engineer, Supervisory and/or General Engineer, Pharmacist, Physical Scientist, Chemist, Electronic Technician, Product Line Specialist (PLS), QA Director/ Chief (Division, Branch or Section); QA Surveillance

---

**ASN(RDA) | DON DAWIA Operating Guide | June 24, 2014**

---

Representative/Specialist, Engineer Technician, Entomologist, Computer Specialist, Product Auditor; Aircraft, Aerospace, Ammunition, Automotive, Chemicals, Clothing, Electronics, Materiel, Mechanical, Medical, Nuclear, Processes, Shipbuilding, Computer Software, or Subsistence.

---

**Typical Position Locations:** Acquisition organizations within the service components (i.e., Systems Commands, Materiel Commands, DRPMs, PEOs, as well as organizations/field activities directly supporting such organizations). Other DoD Components, Agencies and OSD/Service/HQ staff elements performing/supporting acquisition related functions such as DCMA, DLA and plant offices and component program offices.

---

**Typical Career Codes:**

Civilian Personnel		Uniformed Personnel			
OCC Series		Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
03xx	1910	51A	AGx	62	8057 8060 8862
08xx		51C		63	8058 8061
11xx					8059 8858

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Purchasing

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Purchasing  
**Career Path:** Not Uniquely Specified  
**Short Title** PUR  
**Category Code:** E                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 12 Mar 2007                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 21 May 2014                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. Civilian Series 1105 and their military counterparts noted under Career Codes are always designated as acquisition and in the Purchasing Career Field IAW reference (c).
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

Purchases, rents, or leases supplies, services, and equipment through either simplified acquisition procedures or placement of orders against pre-established contractual instruments to support operational requirements.

**Typical Line and Staff Position Titles:** Purchasing Agent and Supervisory Purchasing Agent

**Typical Position Locations:** Any DoD activity/organization performing purchasing functions regardless of location.

**Career Codes:**

Civilian Personnel		Uniformed Personnel		
OCC Series	Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
1105	FA 51C MOS 51C	NONE	NONE	NONE

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Science & Technology Manager

**AT&L Workforce Position Category Description (PCD)**

**Career Field:** Science & Technology Manager  
**Career Path:**  
**Short Title** S&TM  
**Category Code:** I **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 2 Jan 2013 (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 23 Apr 2014 (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below AND the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Position (CAPs) are a subset of acquisition positions and Key Leadership Position (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Develop overall program goals using S&T funds.
- Acquire the services of scientists, engineers and technical support personnel, experts in their fields, to perform science and technology research for DoD.
- Provide funds and oversee S&T performers including universities, industry, and Federal Government organizations.
- Interface with the technology customer(s) to expedite the transition of technology to the user.

**Typical Line and Staff Position Titles:** Technical Director, Scientist, Engineer, Project Engineer, Software Engineer

**Typical Position Locations:** Service component organizations such as: ARI, ARL, ARO and Research Development and Engineering Centers for the Army; ONR, NRL, and Warfare Centers for the Navy; AFOSR, AFRL for the Air Force and Fourth Estate organizations such as DTRA and NGA.

**Typical Career Codes:**

Civilian Personnel			Uniformed Personnel			
OCC Series			Army AOC	Navy AQD	Air Force AFSC	Marine Corps MOS
0180	08xx	15xx	51S	Alx	61SX	8057 8824
04xx	13xx	51T	62EX		8058 8846	
						8059 8848
						8061 8852
						8820 8858

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

Test & Evaluation

AT&L Workforce Position Category Description (PCD)

**Career Field:** Test and Evaluation  
**Career Path:** Not Uniquely Specified  
**Short Title:** T&E  
**Category Code:** T                      **Ref:** (a) DoDD 5000.52 dtd 12 Jan 2005  
**Date Approved:** 2 Jun 2014                      (b) DoDI 5000.66 dtd 21 Dec 2005  
**Last Reviewed:** 2 Jun 2014                      (c) DoD Desk Guide for AT&L Workforce Career Management dtd 10 Jan 2006

**Notes:**

1. This PCD is intended to assist in determining which AT&L career field/path to assign to an AT&L position per Title 10 sec. 1721. If 50% or more of the duties and responsibilities of the position match the "General Acquisition-Related Duties" described below **AND** the preponderance of those duties match the "AT&L Career Field/Path Specific Duties" described below, assign the position to this position category.
2. All acquisition positions require management attention with respect to certification requirements and individual development. See reference (c).
3. Critical Acquisition Positions (CAPs) are a subset of acquisition positions and Key Leadership Positions (KLPs), are a subset of CAPs. Both CAPs and KLPs represent positions with responsibility and authority that are critical to the success of a program or effort. These positions require management attention with respect to Acquisition Corps membership, tenure and other specific statutory requirements. See reference (c).

**General Acquisition Related Duties:** The conceptualization, initiation, design, development, test, contracting, production, deployment, logistical support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DoD needs, intended for use in, or in support of, military missions.

**AT&L Career Field/Path Specific Duties:**

- Serves as Chief Developmental Tester for MDAP or MAIS.
- Serves as the Chair, T&E Working-level Integrated Product Team (T&E WIPT), or member representing the materiel developer, tester, and / or system evaluator.
- Analyzes requirements/capabilities documents to determine operational relevance, achievability, testability and measurability.
- Plan, organize, manage, or conduct test and/or evaluation associated with concepts, emerging technologies, and experiments as well as prototypes, new, fielded, or modified C4ISR systems (including IT systems participating in system of systems (SoS) and net-centric services), weapon or automated information systems, equipment or materiel throughout all acquisition phases to include developmental tests, and support to in-service tests and operational tests.
- Determine scope, infrastructure, resources, and data sample size to ensure system requirements are adequately demonstrated; analyze, assess, and evaluate test data/results; prepare reports of system performance and T&E findings.
- Develop T&E processes, modify, adapt, tailor, or extend standard T&E guides, precedents, criteria, methods, and techniques, to include scientific test and analyses techniques, M&S, Cybersecurity T&E, interoperability and certification.
- Design and use existing or new test equipment, procedures, and approaches.
- Write, edit, and staff a T&E Master Plan (TEMP), as well as system-level and / or individual element test plans.
- Conduct development T&E, and support operational tests, and evaluate and / or analyze test results and /or test data; and prepare and present evaluation/assessment results.
- Categorize test data, equipment, materiel, or system deficiencies and certify readiness for OT&E.

**Typical Line and Staff Position Titles:** Chief Developmental Tester; Chair, T&E Working-level IPT; Assistant PEO for T&E; Assistant PM for T&E; Lead Test Engineer; Lead Experimentation Engineer; Chief Test Engineer; Chief Test Pilot; Test Director/Manager; Test Engineer; Acquisition T&E Department Head; Director, Flight Test Engineering; Test and Experimentation Design Branch Head; T&E Department Head, Capability Test Team Chair; Portfolio Manager; Chief Test Officer; Test Officer; T&E Analyst; Lead Simulator Engineer.

**Typical Position Locations:** Lead Developmental Test and Evaluation Organization; Service and Defense Agency test centers, major range and test facility base (MRTFB) test facilities, warfare centers, laboratories as well as OSD/Service/HQ staff elements, field activities, and acquisition organizations within the Service components (e.g., Systems Commands, Materiel Commands, DRPMs, PEOs, and PM Offices).

**Typical Career Codes:**

Civilian Personnel		Uniformed Personnel						
OCC Series		Army AOC	Navy AQD	Air Force AFSC		Marine Corps MOS		
04xx	15xx	51A	ATx	11XX	61XX	8057	8820	8852
08xx	2210	51T		12XX	62EX	8058	8824	8858
13xx				13XX	63AX	8059	8846	
				17DX		8061	8848	

**Recommended Changes/Updates:** Forward to: Director, Learning Capabilities Integration Center (Attn: Dir, Academic Programs), Defense Acquisition University, 9820 Belvoir Road, Suite 3, Fort Belvoir, VA 22060-5565 or call 703-805-4090

(This page intentionally left blank)