



DEPARTMENT OF THE NAVY

STRATEGIC SYSTEMS PROGRAMS
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IN REPLY REFER TO
SSPINST 5320.4C
SP14
02 APRIL 2004

SSP INSTRUCTION 5320.4C

From: Director, Strategic Systems Programs

Subj: SSP ACQUISITION, TECHNOLOGY, AND LOGISTICS WORKFORCE
(AT&LWF) PROGRAM

Ref: (a) SECNAVINST 5300.36
(b) USD(AT&L) Continuous Learning Policy for the DoD
Acquisition, Technology, and Logistics Workforce
(AT&LWF) of 13 Sep 2002
(c) DoN Policy Guidance on Continuous Learning for the
Acquisition Workforce of 4 Nov 2002

Encl: (1) Category Listing of SSP AT&LWF Positions

1. Purpose. This instruction outlines specific policies, procedures, delegation of authorities and responsibilities, and should be read in conjunction with references (a) and (b). In addition, it provides updates in procedures for certification, tuition assistance, and incorporates new requirements for continuous learning (CL) as outlined in reference (c). This is a major revision and should be read in its entirety.

2. Cancellation. SSPINST 5320.4B is hereby cancelled.

3. Background. This instruction along with reference (a) establishes requirements SSP shall use to attract, select, develop and retain a highly qualified AT&LWF capable of performing current and future SSP acquisition functions. Enclosure (1) designates the SSP civilian and military AT&LWF positions per the provisions of reference (a). In addition to enclosure (1), the SSP Career Development Board (CDB) may designate additional positions to be in the AT&LWF. The SSP CDB will review enclosure (1) for continued applicability and make changes as necessary.

4. Coverage/Scope. This instruction applies to all SSP civilian and military personnel in the SSP AT&LWF at headquarters and field activities, and personnel considering an acquisition career.

5. Policy. DoD's strategic goal is to revitalize the quality and the morale of the DoD AT&LWF. SSP fully supports DOD and DON's policy on continuous learning and reaffirms its commitment to maintain a continuous learning organization. It is SSP's policy to ensure all AT&LWF members are provided with opportunities to keep their skills current and to stay abreast of acquisition procedures and policies. All AT&LWF members are encouraged to review the "**SSP AT&LWF Brief**" located on the Human Resources Branch (SP14) web page, under Career Development, select the DAWIA web page, for the latest guidance.

a. AT&LWF Certification. It is SSP policy to provide all possible means for AT&LWF members to be certified to their appropriate career field levels within 18 months of entrance into an AT&LWF position. First level supervisors will ensure that AT&LWF subordinates are offered the maximum opportunity to meet the experience, training and educational criteria necessary for career field certification. Fulfillments as outlined in the "**SSP AT&LWF Brief**" or DAU-approved equivalencies should be used to meet pre-requisite requirements. Workforce members to meet certification and/or APC requirements can utilize new **Register-Now!** on-line Acquisition Tuition Assistance, per allowed DACM priorities. Instructions and submission guidance are available via the SP14 web page under Career Development/DAWIA.

b. Acquisition Professional Community (APC) Membership. It is SSP policy to provide all AT&LWF members the opportunity to acquire the educational credit hours necessary to achieve APC membership.

c. Continuous Learning. All SSP AT&LWF personnel, whether certified or not, must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines. It is SSP policy that all AT&LWF members must acquire a minimum of 80 continuous learning points (CLPs) every two years with a goal of 40 CLPs each year. Certification training counts toward CLPs as does many other activities indicated in the Continuous Learning Guide via the "**SSP AT&LWF Brief**". These points will form a basis as part of the overall employee performance evaluations. All AT&LWF members must earn 80 CLPs prior to the end of FY-04 and every 2 fiscal years

thereafter (FY-06, 08, etc.). Those AT&LWF members who have previously established, in **Register Now!**, a continuous learning database date other than 1 October 2000, will retain their current 2-year cycle. Employees designated as AT&LWF members subsequent to 1 October 2002 will begin their 2-year cycle on the date they enter the workforce.

d. Individual Development Plans. It is SSP policy that each employee and their supervisor work together to establish an Individual Development Plan (IDP) that places a priority on obtaining the AT&LWF experience, training, and educational requirements for completion of AT&LWF certification, APC membership and continuous learning. At a minimum, the IDP must be updated annually. Individuals shall ensure all CLPs earned are documented in **Register-Now!** Points earned through attendance of Defense Acquisition University (DAU) courses and by attendance of DACM-sponsored events will be entered automatically into **Register-Now!**; the employee must enter all other points with supervisory concurrence.

6. Responsibilities.

a. CDB. The CDB provides guidance to DIRSSP and administers the AT&LWF including membership for the entire command and certification, APC membership and continuous learning for headquarters AT&LWF members. At headquarters, the CDB, as designated by the Director, approves the APC membership of civilian members. The CDB shall:

(1) Using reference (a), identify, review and update enclosure (1) that defines and designates which positions meet the definition of acquisition positions and are to be included in the AT&LWF for the entire claimancy.

(2) Select the most appropriate acquisition category for each position in the AT&LWF.

(3) Review special circumstances and requests related to APC membership and acquisition career fields. Decisions will be documented in a memo and individuals will be notified.

b. Human Resources Branch (SP-14). The Career Development and Training Program Manager (SP144) located in the Human Resources Branch, is designated as the central point of contact

for the management of the AT&LWF for the Claimancy. As such, SP144 is responsible for the accession, education, training, career development, and retention of individuals in the headquarters AT&LWF or those considering an acquisition career. In addition, he/she shall:

(1) Ensure identification of all acquisition positions in Defense Civilian Personnel Data System (DCPDS), DACM **Register-Now!** database, the Total Force Manpower Management System (TFMMS), and other related databases; and that the acquisition data fields are accurate and current.

(2) Establish and maintain a continuous learning environment for the SSP AT&LWF.

(3) Establish and maintain a Learning Management system to track IDPs, experience, education, training, certification, and continuous learning progress for the AT&LWF.

(4) Assist members of the AT&LWF to achieve their career development objectives in their IDPs such that they can achieve certification at the appropriate level within 18 months of entrance into the workforce. Make available forms and assist AT&LWF members in their quest for career field certification and APC membership.

(5) Establish training opportunities for AT&LWF personnel certification, continuous learning and leadership.

(6) Effectively administer the career development resources and centrally designated funds for the development of the AT&LWF.

(7) Establish and maintain data on AT&LWF training progress to support management of the AT&LWF and established reporting requirements. Maintenance of data may include establishing and/or maintaining a system to transfer data from the SSP Learning Management System to the individual's civilian or military personnel records.

(8) Manage the Acquisition Intern Program within SSP to provide a source of highly qualified candidates for high-level acquisition positions.

(9) Provide a quarterly report, (or as requested), that depicts the status of the command's AT&LWF certification and continuous learning accomplishments. Provide periodic status reports on same subjects by branch/individuals to branch heads.

c. Field Activity (FA) Heads. Shall be responsible for implementing the AT&LWF program within their perspective Activity that complies with this instruction and references (a) thru (c) and shall:

(1) Designate an AT&LWF program coordinator to serve as the Activity's single point of contact for AT&LWF issues.

(2) Provide DIRSSP a quarterly report (or as requested), during a Field Activity Meeting (FAM) presentation, that depicts the status of their activity's AT&LWF certification and continuous learning accomplishments.

(3) Have delegated authority to select civilian members into the APC or may delegate authority to a lower supervisory level.

(4) Submit requests to include new positions in the AT&LWF to the CDB via SP144. SP144 shall be consulted for appropriate format.

d. Branch Heads/First Level Supervisors. Coach, mentor, monitor and evaluate progress of their AT&LWF members to facilitate the completion of their certification requirements, participation in APC membership and completion of continuous learning requirements. In addition, supervisors shall:

(1) Review employees' requests for APC membership and career field changes and submit requests in writing to CDB via SP144 with the appropriate justification that may include a copy of the position description.

(2) Model leadership attributes, work diligently to develop those attributes in employees. Employee development is a shared responsibility between the employee and the supervisor.

(3) During establishment of yearly performance objectives, ensure all AT&LWF personnel have an objective stating need for meeting of individual DAWIA requirements, such

as continuous learning and certification/APC, as needed for their position/billet. Supervisors are responsible for ensuring workforce member participation in achieving the CL standard. Once a member has achieved the standard, supervisors should recognize the achievement during awards ceremonies or similar public recognition. Supervisors will document during mid-year review status of workforce member and counsel if not achieving required points. For those who do not meet 80 points, supervisors will officially document on year-end performance review. Supervisors will also place top priority on employee's meeting 80-point requirement above other training/education (except for meeting of primary DAWIA certification and/or APC membership.)

(4) Meet with their employees to plan training, education and development opportunities to meet SSP's needs and their objectives. Make sure their IDP's are thoroughly documented (including activities to meet DAWIA requirements).

(5) Make opportunities available for their employees to receive the experience, education and training necessary for timely certification and the 80 hours every two years continuous learning requirement.

(6) Verify their employees have met appropriate training requirements for career field levels I, II, or III and then forward certification package to SP10 via SP144 for review and approval. On-line certification procedures are described in section 7b.

(7) Submit requests to include new positions in the AT&LWF to the CDB via SP144. SP144 should be consulted for format.

e. Individual AT&LWF Members. AT&LWF members shall take personal responsibility for their own career development. Obtain a thorough understanding of the career fields and the requirements for certification, APC membership and continuous learning at their current or target level by reviewing the DACM website which may be accessed via the SP14 web page under Career Development/DAWIA link, on a continuous basis. The individual member shall:

(1) Diligently plan out his/her career using the IDP and tools available to track their own progress.

(2) Actively pursue and attend designated learning activities that fulfill certification and continuous learning requirements and achieve the desired competencies. Verify that their attendance is recorded in the Navy's Continuous Learning Management System, **Register-Now!** which may be accessed via the SP14 web page under the Career Development/DAWIA web link.

(3) Use the new skills and knowledge to improve their own effectiveness and assists others with their careers.

f. Navy officer AT&LWF members must submit APC membership application for review by an administrative selection board convened twice each year by the Bureau of Naval Personnel (BUPERS) for APC membership. Applications are restricted to O4 (LCDR) and senior. Detailed information is published by Naval message (NAVADMIN). Additional information can be obtained from the BUPERS Website, accessible via the SP14 web page under Career Development, selecting DAWIA.

7. Procedures.

a. Designation of Acquisition Positions

(1) The CDB designates the SSP AT&LWF positions as listed in enclosure (1) per the provisions of reference (a). Requests, for consideration by the CDB, to include new positions in the AT&LWF should be forwarded to SP144. SP144 shall be consulted for format.

(2) Civilian AT&LWF positions are officially recorded in the Defense Civilian Personnel Data System (DCPDS); DACM Register-Now Database and military AT&LWF positions are officially recorded in the Total Force Manpower Management System (TFMMS).

b. Career Field Certification

(1) DACM has instituted a new, on-line certification system in **Register-Now!** (currently just for civilians). The link to **Register-Now!** may be accessed via the SP14 web page, under Career Development and the DAWIA web link.

(2) Workforce members' electronic requests are submitted, via authorized DAWIA training representatives for review on meeting of requirements and then forwarded to supervisors for final approval. Employees must make sure that they meet all requirements for career field/level requested. Career field checklists are available via the Career Development website and mentioned in the "**SSP AT&LWF Brief**". If subsidiary certification request, must meet all requirements up to level in career field employee wishes to be certified, as outlined by reference (a). If any or all of the following have not been met; personnel must provide information as stated, below, prior to employee requesting career field/level certification on-line:

(a) Hasn't taken pre-requisite and/or mandatory classes but wishes to fulfill -(fulfillment forms must be processed and approved by CDB, via SP144).

(b) Hasn't met educational requirements--(must provide proof to designated AT&LWF coordinator to review).

(c) Hasn't met experience requirement--must provide proof to designated AT&LWF coordinator to review.

(3) At headquarters, upon approval, SP144 will make updates to branch DAWIA certification reports to provide latest status. Forms for military must still be processed with certification packages. See "**SSP AT&LWF brief**" for certification package requirements. Upon approval, military packages will be transmitted to BUPERS (PERS-447) for military personnel.

Field activities must follow local implementing guidance and delegation of authority to certify personnel to career field levels I, II, and III.

(4) Third level supervisors or a flag officer or SES, whichever is lower, are delegated authority to approve level I and II certification waivers.

(5) All level III certification waiver requests shall be forwarded to SP144 for further submittal to the proper approval/disposition authority. Certification waiver only

allows employee to stay in position. Nevertheless, employee still has responsibility to meet requirements for DAWIA career field/level assigned to their position.

(6) Career field certification requirements are periodically updated. The current standards are available on line via the SSP Career Development website, and from AT&LWF coordinators at field activities.

c. Critical Acquisition Position (CAP) Requirements

(1) Heads of field activities, and SP142 for headquarters, shall ensure that a tenure agreement to remain in that position for at least 3 years is executed for all required CAPs.

(2) Heads of field activities and branch/staff office heads in headquarters will forward all requests for CAP assignment waivers, tenure obligation waivers and tenure agreement waivers to SP144 for review and further submittal to the Director, Acquisition Career Management (DACM).

(3) Heads of field activities and the CDB, in headquarters, are responsible for conducting rotation reviews when the incumbent has been in the CAP for 5 years and if not reassigned, yearly thereafter. Field activity heads will submit summaries of the rotation reviews to SP144 no later than 15 August annually.

8. Action. This instruction is effective immediately.

9. Forms. Forms may be obtained via the Human Resources Branch (SP14) website, under HR electronic forms or via the Career Development website, under DAWIA.



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Distribution: SP2 SP7 NT00 ASN(RD&A - DACM)

This directive is stocked at: Strategic Systems Programs (SP161), Nebraska Ave Complex, 287 Somers Ct, NW, Suite 10041, Washington, D.C. 20393-5446.

Category Listing of SSP AT&LWF Positions

1. Civilian positions in SSP matching the following categories are designated as AT&LWF:

(a) All contracting, contract property and purchasing positions (1101, 1102, 1103 and 1105 series), headquarters and field.

(b) All engineering positions (800 series except 0802), headquarters and field.

(c) Logistics and supply analyst positions (0346 and 2000 series) at all levels when 50% or more of the work involves acquisition, headquarters and field.

(d) Quality assurance positions (1910 series) at all levels, headquarters and field.

(e) Budget analysts (0560 series) in the budget section of the headquarters Resources Branch (SP13) only.

(f) Program analysts (0343 series) when 50% or more of the work involves acquisition, headquarters and field. Career field is based on the acquisition functions performed and considered on a case-by-case basis.

(g) Comptroller positions at headquarters, NOTU, SWFLANT and SWFPAC.

(h) Only the Treaty personnel (0301 series) at the GS/GM 15 level are in the AT&LWF and they are in the PM career field.

2. The following military positions are designated as AT&LWF in SSP:

(a) All Engineering Duty Officer positions.

(b) Other Officer billets consistent with the equivalent civilian AT&LWF positions.

3. All positions not meeting the above criteria are excluded from AT&LWF designation unless specifically approved by the CDB.

4. Any questions regarding the proper position category designation for approved AT&LWF positions should be directed to SP144.