



# Department of Defense INSTRUCTION

NUMBER 5000.55

November 1, 1991

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ASD(FM&P)/USD(A)

SUBJECT: Reporting Management Information on DoD Military and Civilian  
Acquisition Personnel and Positions

- References:
- (a) DoD Instruction 5000.55, "Reporting Functional and Training-Related Data on DoD Military and Civilian Acquisition Personnel," July 3, 1990 (hereby canceled)
  - (b) Public Law 101-510, "National Defense Authorization Act for Fiscal Year 1991," title XII, "Defense Acquisition Workforce Improvement Act," November 5, 1990 (Sections 1701-1764 of title 10, United States Code)
  - (c) [DoD Directive 5000.52](#), "Defense Acquisition Education and Training Program," August 22, 1988
  - (d) DoD 5000.52-M, "Career Development Program for Acquisition Personnel," September 1990, authorized by DoD Directive 5000.52, August 22, 1988
  - (e) through (w), see enclosure E1.

## 1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to update policy, responsibilities, and procedures codified by reference (b).

1.2. Establishes a management information system capable of providing standardized information on acquisition positions and on persons serving in acquisition positions.

1.3. Implements and supports references (b), (c), and (d) by creating a DoD-wide capability for monitoring, reporting, and tracking the composition, education,

experience, and training status of the acquisition workforce.

1.4. Establishes uniform procedures for submitting manpower, personnel, and assignment information on selected civilian and military positions and personnel of the Department of Defense.

1.5. Establishes procedures for reporting functional and training-related data on selected civilian and military personnel of the Department of Defense to evaluate the mandatory training requirements and status of the acquisition workforce.

## 2. APPLICABILITY AND SCOPE

This Instruction:

2.1. Applies to the Office of the Secretary of Defense (OSD); the Military Departments (including their National Guard and Reserve components, except that the National Guard in the various states is excluded from designating critical acquisition positions and participating in the Acquisition Corps); the Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; and the Defense Agencies (hereafter referred to collectively as the "the DoD Components"). The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

2.2. Covers:

2.2.1. All military and civilian personnel employed in acquisition functions, members of Acquisition Corps, and personnel occupying designated acquisition positions. Additionally, only reservists on extended active duty filling designated acquisition positions.

2.2.2. All DoD military and civilian personnel holding a current warrant to contractually obligate the Department of Defense to expend appropriated funds above the small purchase level.

2.2.3. DoD Headquarters and Headquarters Support Activities.

2.3. Does not cover personnel paid from non-appropriated funds or foreign nationals employed overseas under tailored foreign employment programs.

## 3. DEFINITIONS

Terms used in this Instruction are defined in enclosure E2.

#### 4. POLICY

It is DoD policy:

4.1. To establish within the DoD a management information system capable of providing standardized information on acquisition positions and persons serving in acquisition positions, as set forth in this Instruction, to the Secretary of Defense.

4.2. That each Component shall effectively collect and retain management information on the qualifications, assignments, and tenure of persons in the acquisition workforce.

4.3. That each Component shall establish procedures to collect and retain information on exceptions and waivers granted on the application of qualification, assignment, and tenure policies, procedures, and practices. Exceptions and waivers shall be distributed in accordance with this Instruction. Any waivers recorded or filed shall indicate the name(s) of the individual(s) to whom the waiver is granted. Waivers which do not indicate an individual's name shall not be considered valid.

4.4. That the Military Departments shall collect and report, pursuant to this Instruction, relative promotion rate information for military personnel in their Acquisition Corps compared to the general line officer community promotion rates.

4.5. That the Components shall employ fully qualified individuals in acquisition positions and shall adequately document all exceptions to this policy.

4.6. That the Components shall ensure that acquisition personnel within the DoD shall complete all mandatory training established for their career field and the Components shall collect and store relevant training data to report on the training status of the DoD acquisition workforce.

4.7. That unless otherwise specified in this Instruction, the personnel information provided in accordance with this Instruction be developed from the official civilian and military personnel files and data systems of the Components. Information on the requirements for acquisition positions, critical acquisition positions, and other specific position categories should be developed from either a Component's official manpower and/or position files or from a Component's official personnel files or other official

sources.

4.8. That the Director, Acquisition Education, Training, and Career Development in the Office of the Under Secretary of Defense (Acquisition) (OUSDA) shall prepare an annual report to the Secretary of Defense under Pub. L. No. 101-510 (1990) (reference (b)). The basis of this annual report shall be derived from the management information reported by the Components under this Instruction.

4.9. That the servicing military and civilian personnel offices of acquisition workforce personnel maintain and update, as appropriate, the records of individuals as required by this Instruction and Pub. L. No. 101-510 (1990), DoD Directive 5000.52, and DoD 5000.52-M (references (b), (c), and (d)). When a civilian employee transfers from one Component to another, the losing servicing civilian personnel office will ensure that the individual's training history and Acquisition Corps qualifications are transferred to the gaining personnel office. The gaining Component's personnel office will ensure that appropriate information received is maintained in its personnel data system, the employee's official personnel file, and reported under this Instruction.

4.10. That the National Security Agency/Central Security Service and the Defense Intelligence Agency shall not submit classified reports. Rather, they shall maintain their own internal records and documentation consistent with this Instruction and references (b), (c), and (d). Annually, they shall certify compliance with this Instruction and references (b), (c), and (d) to the Director, Acquisition Education, Training, and Career Development.

4.11. In the case of classified acquisition programs, the Components shall report pursuant to this Instruction required information unless the information is, itself, classified. In such cases, the Components shall maintain internal classified records to assure full compliance with reference (b) and shall annually certify compliance with this Instruction and references (b), (c) and (d) to the Director, Acquisition Education, Training, and Career Development.

## 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense (Acquisition), in coordination with the Assistant Secretary of Defense (Force Management and Personnel), shall:

5.1.1. Ensure, through the management information reporting established under reference (c), that the policies of the Secretary of Defense established under references (b), (c), and (d) are fully implemented by the Components.

5.1.2. Appoint the Director, Acquisition Education, Training, and Career Development to monitor and report the status of the acquisition workforce and acquisition positions to ensure compliance with references (b), (c), and (d)); and shall prepare the annual report to the Congress required by reference (b).

5.1.3. Ensure that the Directors of Acquisition Career Management (DACM) document all personnel and position qualifications according to enclosures E4. through E18.; that exceptions and waivers are input on an individual basis into their respective data systems; that program management milestone information is maintained for ensuring Program Manager (PM) and Deputy PM tenure; and that the mandatory acquisition training completions data provided by the Defense Acquisition University (DAU) schools is validated. Service DACMs shall additionally report annual military officer promotion rate statistics to the USD(A) using DD Form 2603, "Officer Promotion Rate Comparisons," (enclosure E30.) or similar format. This annual promotion rate statistics report shall include selection board statistics for the prior fiscal year and be submitted by 30 October of each year.

5.1.4. Ensure that the Chairs of the Acquisition Career Program Boards of the Components document all actions required by Pub. L. No. 101-510 (1990), DoD Directive 5000.52, and DoD 5000.52-M (references (b), (c), and (d)) and provide recommendations to their respective DACMs in accordance with section 6., below.

5.1.5. Through the President of the DAU, ensure that the various schools providing acquisition training, as required by reference (d), provide consolidated course graduation reports quarterly to the Defense Manpower Data Center (DMDC) pursuant to enclosures E17. and E18.

5.2. The Assistant Secretary of Defense (Force Management and Personnel) shall:

5.2.1. Provide policy advice, statistical information, and other assistance to the USD(A).

5.2.2. Provide personnel processing advice and oversight to the personnel community.

5.2.3. Designate the DMDC to serve as custodian of all automated records collected under this Instruction and provide data quality control, inquiry capabilities, and administrative and computer support. Functional requirements for the use of the civilian personnel data will be developed by USD(A) in conjunction with the Defense Civilian Personnel Systems Center.

5.3. The Heads of the DoD Components, including the Secretary of Defense's Principal Staff Assistants, shall:

5.3.1. Individually identify each acquisition position and each member of the acquisition workforce, as defined in references (c) and (d), and the Under Secretary of Defense Memorandum (reference (e)).

5.3.2. Establish and maintain accurate and effective management information systems.

5.3.3. Submit records on acquisition positions and acquisition workforce personnel to the DMDC according to the requirements of sections 6. and 7., below.

5.3.4. Submit other reports directly to the Director, Acquisition Education, Training, and Career Development in the OUSD(A).

5.3.5. Record and track the completions of mandatory acquisition training and accurately and effectively determine future training requirements.

5.3.6. Ensure that historical training data on individuals are verified before submission to the DMDC.

5.3.7. Ensure that their Heads of Contracting Activities and their Senior Procurement Executives obtain current contracting officer warrant information required in enclosures E5. and E8., provide the information to the cognizant civilian and military personnel offices, and notify the respective personnel offices when the status of individual contracting officer warrants changes.

5.4. The Directors of the National Security Agency/Central Security Service and the Defense Intelligence Agency shall certify compliance annually on their acquisition workforce, Acquisition Corps, and acquisition positions under this Instruction and Pub. L. No. 101-510 (1990), DoD Directive 5000.52, and DoD 5000.52-M (references (b), (c), and (d)).

## 6. PROCEDURES

6.1. Reporting requirements under this Instruction include both manual submissions of documentation (or automated facsimile) and automated media submissions, as specified in enclosure E3. The procedures listed in subsections 6.2.

through 6.16., below, address the collection of both automated and manual data to achieve the purposes and implement the policies in sections 1. and 4., above.

6.2. Reporting of automated data on the military and civilian acquisition workforce shall be accomplished through separate files that are labeled, as specified in enclosure E3.; formatted, as depicted in enclosures E4., E7., E9., E11., E13., E15., and E17.; and coded as shown in enclosures E5., E8., E10., E12., E14., E16., and E18. These enclosures describe each of the data elements, both those currently standardized and those to be standardized. A list of existing training courses is given in enclosure E6. Approved mandatory DoD acquisition courses with their standardized Personnel Data System (PDS/PDS-C) codes are also listed in the DoD Acquisition and Training Catalog (reference (f)). Reference (f), as a course catalog, will be updated annually with supplements issued during the year to keep the course listing current.

6.3. Each automated report shall be accompanied by a letter of transmittal that provides the same information as the tape's external label. (See enclosure E3.)

6.4. DoD standard data elements shall be used where specified. Codes for those elements shall comply with DoD 5000.12-M (reference (g)). Other data elements and codes are non-standard and shall be standardized under DoD Directive 5000.11 and DoD Instruction 5000.12 (references (h) and (i)) as soon as possible. All data standards shall comply with the requirements of DoD Directive 7750.5 (reference (j)).

6.5. Each member of the acquisition workforce for whom the USD(A) requires completion of acquisition training shall be reported in the Training File (enclosures E4. and E5.), even if there are no training completions to report and even if all mandatory training has been reported in earlier quarterly files. For such individuals, the following Training File data elements shall be reported:

6.5.1. 1 through 6.

6.5.2. 74 through 79.

6.5.3. As many training data fields (element numbers 8 through 71) that are necessary to report all past and present completions of training mandated or recommended by the USD(A).

6.6. Each member of the acquisition workforce for whom the USD(A) does not require completion of acquisition training shall also be reported in the Training File. For such individuals, it is necessary to report data elements 1 through 6 and 74 through 79. Other data elements may be voluntarily reported.

6.7. Subsequent quarterly training reports shall be full cumulative file submissions including corrections to prior records. These cumulative replacement training file submissions also shall document required training completions of new entrants to the acquisition workforce.

6.8. Each individual encumbering an acquisition position, each member of an Acquisition Corps, and each person holding a current warrant to contractually obligate the DoD to expend appropriated funds above the small purchase level on the "as of" date of the file, see section 7.1., below, shall be separately reported in the Personnel File (enclosures E7. and E8.).

6.9. Each acquisition position existing on the "as of" date of the file, see section 7.1., below, shall be individually reported in the Position File (enclosures E11. and E12.).

6.10. Each position change or assignment change and each 5-year rotation review of individuals in critical acquisition positions occurring during the reporting year shall be reported in the Review/Assignment Change File (enclosures E9. and E10.). If more than one action for an individual occurs during the reporting period, a separate record shall be submitted for each action. Records involving reviews for which a position change or assignment change is made shall be submitted for the year of position change or assignment change. Rotation reviews for which no position change or assignment change occurs shall be submitted for the year of review. DD Form 2602, "Department of Defense Critical Acquisition Position Rotation Review Summary," (enclosure E29.) is provided as a recommended documentation format for such rotation reviews and their results.

6.11. Each waiver granted in a reporting quarter shall be reported in that quarter's Waiver File (enclosures E13. and E14.) as a separate record for each individual receiving the waiver (i.e., if an individual receives more than one waiver in the reporting period, a separate record shall be submitted for each waiver.)

6.12. Each military officer who on the "as of" date of the file, see section 7.1., below, was encumbering a critical acquisition position and receiving a bonus for extending his or her period of active duty shall be reported in the Bonus File (enclosures E15. and E16.).

6.13. Each completion of a mandatory DoD Acquisition course during the reporting period shall be reported in the Mandatory DoD Course Completions File



(enclosures E17. and E18.) by the Service schools providing acquisition training under the DAU structure.

6.14. Reporting of data in the Training File, the Personnel File, the Review/Assignment Change File, the Waiver File, and the Bonus File for military assigned to a DoD Component other than their parent Service shall be accomplished by their parent Service. Reporting of Position File data for acquisition positions at a DoD Component other than one of the four Services shall be accomplished by that DoD Component.

6.15. Collection and maintenance of personal information on individuals require special handling under DoD 5400.11-R (reference (k)). This also limits public accessibility of such information to that prescribed in DoD Directive 5400.7 (reference (l)).

6.16. The following are documentation and manual reporting requirements:

6.16.1. Heads of the DoD Components shall ensure that the qualification reviews and certifications for personnel and acquisition positions are fully documented. Certain documentation on qualifications and waivers and/or exceptions thereto and on the identification of acquisition positions, critical acquisition positions, and military reserved positions shall be maintained by the DACMs. Individual qualifications for military and civilian personnel shall also be maintained in individual official personnel folders or comparable automated personnel records. A listing of recommended manual documentation (or automated facsimiles) follows:

6.16.1.1. "Department of Defense Acquisition Corps Certification," DD Form 2587, (enclosure E19.)

6.16.1.2. "Department of Defense Acquisition Corps Waiver Request," DD Form 2588, (enclosure E20.)

6.16.1.3. "Acquisition Position Restricted to a Member of the Armed Forces," DD Form 2589, (enclosure E21.)

6.16.1.4. "Department of Defense Contracting Officer Waiver Request," DD Form 2591, (enclosure E22.)

6.16.1.5. "Department of Defense Waiver of Assignment Period in Critical Acquisition Positions," DD Form 2592, (enclosure E23.)

6.16.1.6. "Department of Defense Waiver of Assignment Period for Program Managers/Deputy Program Managers," DD Form 2593, (enclosure E24.)

6.16.1.7. "Department of Defense Program Manager/Deputy Program Manager Waiver Request," DD Form 2595, (enclosure E25.)

6.16.1.8. "Department of Defense Program Executive Officer Waiver Request," DD Form 2597, (enclosure E26.)

6.16.1.9. "Department of Defense General/Flag Officer/Civilian Equivalent-Waiver Request," DD Form 2599, (enclosure E27.)

6.16.1.10. "Department of Defense Senior Contracting Official-Waiver Request," DD Form 2601, (enclosure E28.)

6.16.1.11. "Department of Defense Critical Acquisition Position-Rotation Review Summary," DD Form 2602, (enclosure E29.)

6.16.1.12. "Officer Promotion Rate Comparisons," DD Form 2603, (enclosure E30.)

6.16.2. Component selection and certification of membership in the various Acquisition Corps of the Department of Defense shall include a review of individual qualifications as prescribed by DoD Directive 5000.52 and DoD 5000.52-M (references (c) and (d)). Copies of review and certification documentation shall be retained for as long as the individual is a member of the Component Acquisition Corps. Copies of certification documentation shall be distributed to the individual corps member and provision shall be made for recording of certification in the official personnel record. DD Form 2587, "Department of Defense Acquisition Corps Certification," (enclosure E19.) is recommended for use by all four Acquisition Corps.

6.16.3. Components may waive Acquisition Corps qualification requirements in accordance with DoD Directive 5000.52 (reference (c)). Waivers shall be documented individually, either in hard copy, such as recommended DD Form 2588, "Department of Defense Acquisition Corps Waiver Request," (enclosure E20.), or an equivalent automated product containing the same information.

6.16.4. A record of Acquisition Corps certification, waivers, exceptions, and rotation review results shall be made a part of an individual's official personnel folder or military service record. When a civilian transfers to another DoD Component, this

documentation shall be provided to the new civilian personnel office.

6.16.5. The DACMs for the Military Departments, the OSD, and Defense Agencies, as part of their restricting of selected acquisition positions for military incumbents only, shall submit a justification such as DD Form 2589, "Department of Defense Acquisition Position Restricted to a Member of the Armed Forces," (enclosure E21.) for approval by the Component Acquisition Executive and concurrence by the USD(A). A copy of this justification shall be retained by the DACM and the original provided to the Director, Acquisition Education, Training, and Career Development for USD(A) review and concurrence. All such restricted positions shall be reviewed annually and a justification submitted by November 1 to the Director, Acquisition Education, Training, and Career Development (including revalidations). A copy of submitted justifications with USD(A) recommendations will be returned to the DACMs.

6.16.6. Copies of contracting officer waivers shall be filed with the servicing personnel office and maintained in a centralized data system. All waivers of qualification requirements for contracting officers or GS-1102 series personnel shall be forwarded to the appropriate Acquisition Career Program Board for approval. Copies of all such Component waivers granted shall be forwarded to the Director, Acquisition Education, Training, and Career Development for review and retention. DD Form 2591, "Department of Defense Contracting Officer Waiver Request," (enclosure E22.) is provided as a recommended documentation format.

6.16.7. Critical acquisition position waivers of assignment period may be granted only by Service Acquisition Executives or their DACM if so delegated. For all other non-service DoD Components, the Director, Acquisition Education, Training, and Career Development, as the OSD and Defense Agencies' DACM, has such non-delegable waiver authority. Copies of these waivers will be provided to the Director, Acquisition Education, Training, and Career Development for review and retention. DD Form 2592, "Department of Defense Waivers of Assignment Periods in Critical Acquisition Positions," (enclosure E23.) and DD Form 2593, "Department of Defense Waivers of Assignment Periods for Program Managers/Deputy Program Managers," (enclosure E24.) provide examples of such waivers.

6.16.8. Documentation of the qualifications of PMs and Deputy PMs of both Major Defense Acquisition Programs (MDAPs) and Significant Non-major Acquisition Programs, Program Executive Officers (PEOs), General or Flag Officers and Civilian equivalents encumbering critical acquisition positions, and Senior Contracting Officials will be maintained by the appropriate DACM. DD Form 2595, "Department

of Defense Program Manager/Deputy Program Manager Waiver Request" (enclosure E25.); DD Form 2597, "Department of Defense Program Executive Officer Waiver Request" (enclosure E26.); DD Form 2599, "Department of Defense General/Flag Officer/Civilian Equivalents Waiver Request" (enclosure E27.); and DD Form 2601 "Department of Defense Senior Contracting Official Waiver Request" (enclosure E28.) provide recommended waiver documentation formats for DACM use.

6.16.9. The Heads of the DoD Components shall, on a quarterly basis, submit through their respective DACMs consolidated waiver document files including copies of all acquisition waivers granted during the prior quarter to the Director of Acquisition Education, Training, and Career Development in the OUSD(A). Submissions are due within 30 days of the end of each quarter and shall be accompanied by a transmittal letter listing separately the names of those granted waivers grouped as follows:

6.16.9.1. Education, training and experience standards for critical acquisition positions. Include PMs, Deputy PMs; PEOs; General or Flag Officers and Civilian equivalents; Senior Contracting Officials; and other critical acquisition positions. (DD Forms 1595, 2597, 2599, & 2601)

6.16.9.2. Assignment periods and service obligation agreements for critical acquisition positions. Include PMs, Deputy PMs, and other critical acquisition positions. (DD Forms 2592 & 2593)

6.16.9.3. Acquisition Corps selection criteria. (DD Form 2588)

6.16.9.4. Qualification standards for contracting positions. Include warranted contracting officers and GS-1102s. (DD Form 2591)

If no waivers have been granted during the quarter, the transmittal letter shall so state.

6.16.10. Critical acquisition position assignment period waivers for the OSD, Defense Agencies, and all other non-Service Components shall be submitted on an individual basis, as occurring, to Director, Acquisition Education, Training, and Career Development for approval on behalf of the USD(A).

6.16.11. The Heads of the DoD Components shall prepare and submit annually a report on the number of civilian employees as compared to Armed Forces personnel occupying critical acquisition positions. The initial baseline report, due in February 1992, shall be based on currently designated critical acquisition positions as

they were encumbered October 1, 1990. This report shall specifically identify separately PM and division head positions indicating whether the incumbent was military or civilian. These reports will be submitted to the Director, Acquisition Education, Training, and Career Development.

6.16.12. The Heads of the DoD Components shall submit to the Director, Acquisition Education, Training, and Career Development quarterly listings of defense acquisition programs to include the following information:

6.16.12.1. Program category (ACAT I or ACAT II), program title and identification, name of PM and Deputy PM, name and organization of responsible PEO, and status. If a program no longer exists; i.e., the program has been completed, canceled, or merged with another program, the date and disposition of the program should be included in this listing.

6.16.12.2. PEO status to include name of the office, identification of all ACAT I and ACAT II programs for which the PEO has cognizance, and the name of the incumbent PEO.

6.16.13. Civilian personnel offices and military personnel centers of the DoD Components shall record data in the official personnel folders of acquisition personnel that documents the completion of courses recorded in the Component's personnel data systems. In addition, records supporting Acquisition Corps selection, waivers, prior acquisition positions occupied and warrants held shall be maintained in personnel files.

## 7. INFORMATION REQUIREMENTS

7.1. Automated data files shall be prepared using the reporting procedures in section 6., above, and submitted according to the following schedule:

<u>File Name</u>	<u>File as of Date</u>	<u>Submission Date</u>
Training File	End of each calendar quarter	30 days after end of calendar quarter
Personnel File	End of each calendar quarter	30 days after end of calendar quarter
Review/Assignment Change File	End of each fiscal year	30 days after end of fiscal year
Position File	Semiannually: 31 March and 30 September	30 April and 30 October
Waiver File	End of each calendar quarter	30 days after end of calendar quarter
Bonus File	End of each fiscal year	30 days after end of fiscal year
Mandatory DoD Course Completions File	End of each calendar quarter	30 days after end of calendar quarter

7.2. Initial Personnel File, Position File, Bonus File, and Mandatory DoD Course Completions File submissions shall be as of September 30, 1992 and shall be submitted by October 30, 1992. Initial Review/Assignment Change File and Waiver File submissions shall cover the year ending September 30, 1992 and shall be submitted by October 30, 1992. The data from these submissions will be used to produce the 1992 annual report to Congress.

7.3. For test purposes each of the above files shall be submitted to DMDC by July 30, 1992 and shall be as of June 30, 1992 or cover the period ending June 30, 1992, whichever is applicable.

7.4. The initial submission of the Training File, restructured in accordance with this Instruction, shall be as of September 30, 1992 and shall be submitted by October 30, 1992. A test file as of June 30, 1992 shall be submitted by July 30, 1992.

7.5. The reporting requirements of this Instruction have been assigned Report Control Symbol DD-FM&P(Q&A)1841.

## 8. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective October 1, 1991. Forward two copies of implementing documents to the Assistant Secretary of Defense (Force Management and Personnel) within 120 days.



**Don Jockey**  
**Under Secretary of Defense**  
**(Acquisition)**



**Christopher Jehn**  
**Assistant Secretary of Defense**  
**(Force Management and**  
**Personnel)**

Enclosures - 30

1. References, continued
2. Definitions
3. Submission Instructions
4. Format for Training File Data Elements
5. Training File Coding Description
6. Acquisition Training Course Titles and Codes
7. Format for Personnel File Data Elements
8. Personnel File Coding Description
9. Format for Review/Assignment Change File Data Elements
10. Review/Assignment Change File Coding Description
11. Format for Position File Data Elements
12. Position File Coding Description
13. Format for Waiver File Data Elements
14. Waiver File Coding Description
15. Format for Bonus File Data Elements
16. Bonus File Coding Description
17. Format for Mandatory DoD Acquisition Course Completions File Data

Elements

18. Mandatory DoD Acquisition Course Completions File Coding Description
19. DD Form 2587, "Department of Defense Acquisition Corps Certification" (sample)
20. DD Form 2588, "Department of Defense Acquisition Corps Waiver Request" (sample)
21. DD Form 2589, "Acquisition Position Restricted to a Member of the Armed Forces" (sample)
22. DD Form 2591, "Department of Defense Contracting Officer Waiver Request" (sample)
23. DD Form 2592, "Department of Defense Waiver of Assignment Period in Critical Acquisition Positions" (sample)
24. DD Form 2593, "Department of Defense Waivers of Assignment Periods for Program Managers/Deputy Program Managers" (sample)
25. DD Form 2595, "Department of Defense Program Managers-Deputy Program Managers Waiver Request" (sample)
26. DD Form 2597, "Department of Defense Program Executive Officer Waiver Request" (sample)
27. DD Form 2599, "Department of Defense General/Flag Officers Civilian Equivalents-Waiver Request" (sample)
28. DD Form 2601, "Department of Defense Senior Contracting Official-Waiver Request" (sample)
29. DD Form 2602, "Department of Defense Critical Acquisition Position-Rotation Review Summary" (sample)
30. DD Form 2603, "Officer Promotion Rate Comparisons" (sample)



E1. ENCLOSURE 1

REFERENCES, continued

- (e) Under Secretary of Defense (Acquisition) Memeorandum, "Designation of Acquisition and Critical Acquisition Postions," October 1, 1991
- (f) DoD Acquisition Education and Training Catalog, FY91<sup>1</sup>
- (g) DoD 5000.12-M, "DoD Manual for Standard Data Elements," July 1989, authorized by DoD Instruction 5000.12, April 27, 1965
- (h) DoD Directive 5000.11, "Data Elements and Data Codes Standardization Program," December 7, 1964
- (i) DoD Instruction 5000.12, "Data and Data Codes Standardization Program," April 27, 1965
- (j) DoD Directive 7750.5, "Management and Control of Information Requirements," August 7, 1986
- (k) DoD 5400.11-R, "Department of Defense Privacy Program," August 1983, authorized by DoD Directive 5400.11, "Department of Defense Privacy Program," June 9, 1982
- (l) [DoD Directive 5400.7](#), "DoD Freedom of Information Act Program," May 13, 1988
- (m) DoD Instruction 5000.2, "Defense Acquisition Management Policies and Procedures," February 23, 1991
- (n) [DoD Directive 5000.1](#), "Defense Acquisition," February 23, 1991
- (o) Federal Acquisition Regulation (FAR), current edition
- (p) Title 10, United States Code
- (q) [DoD Directive 5134.1](#), "Under Secretary of Defense (Acquisition)," August 8, 1989
- (r) Defense FAR Supplement (DFARS), current edition
- (s) DoD 5025.1-I, "DoD Directives System Annual Index," January 1991, authorized by DoD Directive 5025.1, December 23, 1988
- (t) Title 41, United States Code
- (u) Public Law 95-579, "Privacy Act of 1974," December 31, 1974
- (v) Title 5, United States Code
- (w) Federal Personnel Manual (FRM) Supplement 296-33

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1. Available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402-0001

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Accredited Off Campus Instruction (AOCI). Classes conducted off campus by local instructors who have been certified as qualified to teach the particular courses by the sponsoring school. Instructional materials, methods, and policies are those of the sponsoring school.

E2.1.2. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.

E2.1.3. Acquisition Career Program Board (ACPB). Board that advises DoD Component Acquisition Executives in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce, in selecting individuals for an Acquisition Corps, and in waiving certain requirements permitted by law or regulation.

E2.1.4. Acquisition Categories. Acquisition program 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.

E2.1.4.1. Acquisition Category I. These are "major defense acquisition programs." They have unique statutorily imposed acquisition strategy, execution, and reporting requirements. Milestone decision authority for these programs is the:

E2.1.4.1.1. USD(A) -- acquisition category ID -- or, if delegated by the Under Secretary; the

E2.1.4.1.2. Cognizant DoD Component Head -- acquisition category IC -- or, if delegated by the Component Head, the Component Acquisition Executive.

E2.1.4.2. Acquisition Category II. These are "major systems." Milestone decision authority for these programs is delegated no lower than the DoD Component Acquisition Executive. They have unique statutorily imposed requirements in the test and evaluation area.

E2.1.4.3. Acquisition Category III and IV. The additional distinction of acquisition categories III and IV allows DoD Component Heads to delegate milestone decision authority for these programs to the lowest level deemed appropriate within their respective organizations (See DoD Instruction 5000.2, reference (m)).

E2.1.5. Acquisition Corps. A subset of a DoD Component's acquisition workforce, composed of selected military and civilian personnel in grades of Lieutenant Commander, Major, General Schedule and/or General Manager (GS/GM) 13, and above, who are acquisition professionals. There is one Acquisition Corps for each Military Department and one for all other DoD Components (including the OSD and the Defense Agencies).

E2.1.6. Acquisition Experience. Experience gained while assigned to an acquisition position. Also includes intern, exchange, education or training with industry, and other acquisition developmental assignments. Includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense. (No more than 1 year of a period of time spent pursuing a program of academic training or education may be counted as acquisition experience.)

E2.1.7. Acquisition Function. A group of related acquisition-workforce activities having a common purpose within the DoD acquisition system. There are seven acquisition functions: Acquisition management; Procurement & contracting; Business, cost estimating & financial management; Auditing; Production; Acquisition logistics; Science & engineering. These seven functions are an aggregation of the twelve Career Fields defined in item E2.1.15., below.

E2.1.8. Acquisition Logistics. The process of systematically identifying, developing, assessing, purchasing, and upgrading logistics requirements through the acquisition process.

E2.1.9. Acquisition Organization. An organization, including its subordinate elements, whose mission includes planning, managing and/or executing acquisition programs which are governed by DoD Directive 5000.1 (reference (n)), DoD Instruction 5000.2 (reference (m)) and related issuances. Specifically: Office of the Under Secretary of Defense (Acquisition); Army Materiel Command; Army Information Systems Command; Army Strategic Defense Command; Army Acquisition Executive; Office of the Assistant Secretary of the Navy (Research, Development, and Acquisition); Naval Sea Systems Command; Naval Air Systems Command; Naval Supply Systems Command; Naval Facilities Engineering Command; Office of the

Chief of Naval Research; Space and Naval Warfare Systems Command; Navy Strategic Systems Program Office; Navy Program Executive Officer/Direct Reporting Program Manager Organization; Marine Corps Research, Development, and Acquisition Command; Office of the Assistant Secretary of the Air Force (Acquisition); Air Force Systems Command; Air Force Logistics Command; Air Force Program Executive Organization; Defense Logistics Agency; Strategic Defense Initiative Organization; and Special Operations Command (and any successor organizations of these commands).

E2.1.10. Acquisition Positions. Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition position category established by the USD(A). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters organizations, management headquarters support organizations, and other organizations.

E2.1.11. Acquisition Position Categories. Functional subsets of acquisition positions. There are fourteen acquisition position categories: Program management; Program management oversight; Communications-computer systems; Contracting (to include contracting for construction); Purchasing (to include procurement assistant); Industrial property management; Business, cost estimating & financial management; Auditing; Quality assurance; Manufacturing & production; Acquisition logistics; Systems planning, research, development & engineering; Test & evaluation engineering; Education, training & career development.

E2.1.12. Acquisition Program. A directed, funded effort that is designed to provide a new or improved materiel capability in response to a validated need. (See: DoD Directive 5000.1, reference (n).) Acquisition Programs are managed in accordance with DoD Directive 5000.1 (reference (n)), DoD Instruction 5000.2 (reference (m)), and related DoD issuances.

E2.1.13. Acquisition Workforce. The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions, who are members of an Acquisition Corps, or who are in acquisition development programs.

E2.1.14. Career Development. The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees participating in a career program through a planned, organized, and systematic method of training and development designed to meet organizational objectives. It is

accomplished through the combination of work assignments, job rotation, training, education, and self-development programs.

E2.1.15. Career Field. One or more occupations that require similar knowledge and skills. There are twelve acquisition Career Fields: Program management; Communications-computer systems; Contracting (to include contracting for construction); Purchasing (to include procurement assistant); Industrial property management; Business, cost estimating & financial management; Auditing; Quality assurance; Manufacturing & production; Acquisition logistics; Systems planning, research, development & engineering; Test & evaluation engineering.

E2.1.16. Career Levels. Groupings of education, training, and experience standards that provide the framework for progression within a career field. There are three career levels: (I) entry or basic; (II) intermediate; (III) senior.

E2.1.17. Career Management. A continuing process by which employees in specific career fields are identified and developed, administered under a formal program, and assigned or selected to fill positions of increasing responsibility and to provide a staff of proficient employees within the Department of Defense.

E2.1.18 Career Program. A comprehensive operating plan for administering career management within a career field that includes work force analysis; forecasting and planning; and the systematic selection, development, assessment, utilization, and retention of employees.

E2.1.19. Certification. A process through which it is determined that an individual meets all the minimum requirements (education, training, experience) established for his or her acquisition career field or position or for membership in an Acquisition Corps.

E2.1.20. Component Acquisition Executive (CAE). A single official within a DoD Component who is responsible for all acquisition functions within that Component. This includes Service Acquisition Executives for the Military Departments and Acquisition Executives in other DoD Components who have overall acquisition management responsibilities (See DoD Instruction 5000.2, reference (m).)

E2.1.21. Contracting. Purchasing, renting, leasing, or otherwise obtaining supplies or services from non-Federal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration.

It does not include making grants or cooperative agreements. (See FAR, Part 2.101, reference (o).)

E2.1.22. Contracting Officer. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. (See Part 2.101 of reference (o).)

E2.1.23. Critical Acquisition Position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD Component Acquisition Executives, and include any acquisition position required to be filled by an employee in the grade of GS/GM 14 or above, or military grade O-5, or above. Also specifically includes all the Program Executive Officers, the Deputy Program Executive Officers, the PMs and the Deputy PMs for major defense acquisition programs, and the PMs of significant non-major programs. (See Section 1733 of 10 U.S.C., reference (p).)

E2.1.24. Deputy Program Manager. The person who has continuing authority to act on behalf of the PM in his or her absence. (See Section 1737(a)(2) of reference (p).)

E2.1.25. Developmental Acquisition Position. A position designed and used specifically to provide a period of supervised acquisition experience and/or training. Such positions may be at any grade level; if a developmental position is a critical acquisition position, then assignment of a person who is not a member of an Acquisition Corps requires a waiver. Specifically excluded from being designated as a developmental acquisition position are the positions of PEO, PM, Deputy PM, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process.

E2.1.26. Director of Acquisition Career Management (DACM). The official appointed to assist a Component Acquisition Executive in the performance of his or her duties as they relate to the training, education, and career development of the acquisition workforce of that Component. (See 10 U.S.C. 1705, reference (p).)

E2.1.27. Division Head. The official in a critical acquisition position with responsibility for managing an acquisition organization or major subordinate unit, the mission and function of which is to support or administer acquisition functions.

E2.1.28. DoD Acquisition System. A single uniform system whereby all

equipment, facilities, and services are planned, designed, developed, acquired, maintained, and disposed of within the Department of Defense. The system encompasses establishing and enforcing policies and practices that govern acquisitions, to include documenting mission needs and establishing performance goals and baselines; determining and prioritizing resource requirements for acquisition programs; planning and executing acquisition programs; directing and controlling the acquisition review process; developing and assessing logistics implications; contracting; monitoring the execution status of approved programs; and reporting to Congress. (See DoD Directive 5134.1, reference (q).)

E2.1.29. DoD Components. The Office of the Secretary of Defense (OSD); the Military Departments; The Chairman of the Joint Chiefs of Staff and the Joint Staff; the Unified and Specified Commands; the Office of the Inspector General of the Department of Defense; the Defense Agencies; and the DoD Field Activities. (See reference (q).)

E2.1.30. Employee. DoD civilian and military personnel. The terms "member," "personnel," and collectively "acquisition workforce" as used in the context of this regulation are synonymous with the term "employee."

E2.1.31. Functional Area. Same as "Acquisition Function:" Acquisition management; Procurement & contracting; Business, cost estimating & financial management; Auditing; Production; Acquisition logistics; Science & engineering.

E2.1.32. Functional Board or Advisor. A designated group of senior executives in a functional area that acts in an advisory capacity on issues of career development for its functional area. Functional Boards can exist at the Component level and at the DoD level. In the absence of a chartered Board, a senior DoD official may perform these duties acting as a Functional Advisor.

E2.1.33. Head of Contracting Activity (HCA). The official who has overall responsibility for managing a contracting activity. A contracting activity is an element of a DoD Component to which the Component head has delegated broad authority regarding procurement and acquisition. Organizations that are "contracting activities" are listed at Part 202.101(a) of the DFARS, reference (r).

E2.1.34. Integrated Logistics Support (ILS). A disciplined, unified, and iterative approach to the management and technical activities necessary to integrate support considerations into system and equipment design; develop support requirements that are related consistently to readiness objectives, to each other; acquire the required

support; and provide the required support during the operational phase at minimum cost (See DoD Instruction 5000.2, reference (m)).

E2.1.35. Major Defense Acquisition Program (MDAP). An acquisition program that is not a highly sensitive classified program (as determined by the Secretary of Defense) and that is:

E2.1.35.1. Designated by the USD(A) as an MDAP, or

E2.1.35.2. Estimated by the USD(A) to require:

E2.1.35.2.1. An eventual total expenditure for research, development, test, and evaluation of more than \$200 million in fiscal year 1980 constant dollars (approximately \$300 million in fiscal year 1990 constant dollars); or

E2.1.35.2.2. An eventual total expenditure for procurement of more than \$1 billion in fiscal year 1980 constant dollars (approximately \$1.8 billion in fiscal year 1990 constant dollars).

This definition is based on the criteria established in 10 U.S.C. 2430 (reference (p)) and reflects authorities delegated in DoD Directive 5134.1 (reference (q)). (See DoD Directive 5000.1, reference (n).) This definition corresponds to the definition for Acquisition Category I programs, item E2.1.4.1.

E2.1.36. Major Milestone. Milestone that marks the completion of a significant phase in an MDAP. Such milestones must be the same as the milestones contained in the baseline description established for the program pursuant to 10 U.S.C. 2435(a) (reference (p)) and reported in the Selected Acquisition Report under Section 1743 of reference (p).

E2.1.37. Major Program. A term synonymous with "major defense acquisition program," (See DoD Instruction 5000.2, reference (m)).

E2.1.38. Mandatory DoD Acquisition Course. A course of study that has been identified by the USD(A) as meeting an established DoD education and training requirement. These courses provide a common, non-component-specific foundation of knowledge for each acquisition function. Each of the following courses is mandatory within one or more career programs, or is mandatory to qualify for certain assignments, or both:

E2.1.38.1. Career-development Mandatory Course. A course that must be



taken for an employee to be certified at Level I, II or III within one of the career fields. Example: Government Contract Law is mandatory for Level II of the Contracting and the Manufacturing & Production career fields.

E2.1.38.2. Qualification Mandatory Course. A course that must be completed for an employee to be eligible to perform certain duties or to be given certain assignments.

E2.1.38.3. Both a & b. Example: The Program Management Course is mandatory for Level III of the program management career field AND is mandatory before assignment as PM or Deputy PM of an Acquisition Category I or Acquisition Category II program.

E2.1.39. Manufacturing. The process of making an item by hand, or, especially, by machinery, often on a large scale and with division of labor. (See reference (m).)

E2.1.40. Milestones. Are major decision points that separate the phases of an acquisition program. (See DoD Directive 5000.1, reference (n).) (See item E2.1.36., "Major Milestone.")

E2.1.41. Non-major Defense Acquisition Program. An acquisition program other than an MDAP or a highly sensitive classified program. (See DoD Directive 5000.1, reference (n).)

E2.1.42. Principal Staff Assistants. The Under Secretaries of Defense, the Assistant Secretaries of Defense, the General Counsel of the Department of Defense, the Inspector General of the Department of Defense, the Comptroller of the Department of Defense, the Assistants to the Secretary of Defense, and the OSD Directors or equivalents who report directly to the Secretary or Deputy Secretary of Defense. (See DoD 5025.1-I, reference (s).)

E2.1.43. Program Executive Officer (PEO). A military or civilian official who has primary responsibility for directing several acquisition category I programs and for assigned acquisition category II, III, and IV programs. A PEO 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. (See DoD Instruction 5000.2, reference (m).)

E2.1.44. Program Manager (PM). A military or civilian official who is responsible for managing an acquisition program (DoD Instruction 5000.2, reference (m)). With respect to a major or significant non-major defense acquisition program,

the term "program manager" means the member of an Acquisition Corps responsible for managing the program, regardless of the title given the member. (See 10 U.S.C. 1737(a)(1), reference (p).)

E2.1.45. Senior Contracting Official. A director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the headquarters of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense. (See Section 1737(a)(5) of reference (p).)

E2.1.46. Senior Procurement Executive (SPE). The senior official appointed pursuant to section 16(3) of the Office of Federal Procurement Policy Act (41 U.S.C. 414(3), reference (t)) who is responsible for management direction of the Military Department procurement system, including implementation of unique procurement policies, regulations, and standards. (See 41 U.S.C. 414, reference (t).) The Senior Procurement Executive for all non-Service DoD Components is the USD(A). (See 10 U.S.C. 133, reference (p) and DoD Instruction 5000.2, reference (m).)

E2.1.47. Service Acquisition Corps. See Item E2.1.5., "Acquisition Corps."

E2.1.48. Service Acquisition Executive (SAE). The civilian official in a Military Department who is designated as the SAE for DoD Regulations and Procedures for a SAE for that Military Department.

E2.1.49. Significant Non-major Defense Acquisition Program. Equivalent to Acquisition Category II acquisition program. A DoD acquisition program that is not an MDAP and that is estimated by the Secretary of Defense to require an eventual total expenditure for research, development, test, and evaluation of more than \$75,000,000 (based on fiscal year 1980 constant dollars) or an eventual total expenditure for procurement of more than \$300,000,000 (based on fiscal year 1980 constant dollars). (See 10 U.S.C. 1737(a)(3), reference (p).) Synonymous with Major System (see reference (m)).

E2.1.50. Sponsoring School. A training source with overall responsibility for a specific course of instruction that is part of the curricula of the Defense Acquisition University structure. Responsibilities include development and maintenance of course materials, course reviews, and assessment of core competencies associated with mandatory courses. Sponsoring schools are designated by the USD(A) with the recommendation of the appropriate functional board or advisor.

E3. ENCLOSURE 3  
SUBMISSION INSTRUCTIONS

E3.1. SUBMISSION MEDIA

Reporting normally shall be made on IBM 3480 compatible tape cartridges or magnetic tapes. Cartridges are preferred. However, permission to submit diskettes may be requested by contacting the File Manager, Acquisition Work Force Files, at the DMDC. Favorable consideration shall be given to those requesting permission to submit small files on the 5 1/4-inch double-sided, double-density diskettes holding ASCII character data that are MS-DOS compatible. Unix- or MacIntosh-based systems cannot be accepted.

E3.2. TAPE SPECIFICATION

E3.2.1. IBM standard label.

E3.2.2. Density-- cartridges, 38K BPI; magnetic tapes, 6250 BPI (preferred) or 1600 BPI.

E3.2.3. Track--9 track for magnetic tape.

E3.2.4. See table below for further specifications.

<u>File Name</u>	<u>Record Length</u>	<u>Block Size</u>	<u>Sequence</u>
Training File	218	10900 (218X50)	Ascending Social Security Number
Personnel File	90	9000 (90X100)	Ascending Social Security Number
Review/Assignment Change File	54	5400 (54X100)	Ascending Social Security Number
Position File	102	10200 (102X100)	Ascending Position Number
Waiver File	35	3500 (35X100)	Ascending Social Security Number
Bonus File	26	2600 (26X100)	Ascending Social Security Number
Mandatory DoD Course Completion File	56	5600 (56X100)	Ascending Social Security Number

E3.2.5. Numeric data shall be right-justified with leading zeros; alpha data shall be left justified with trailing blanks.

E3.2.6. Use blanks for inapplicable and unavailable data, unless another code is specified.

E3.2.7. Cartridge or tape submissions must be compatible with IBM 370 series hardware.

### E3.3. EXTERNAL LABEL

E3.3.1. Name of file (Training, Personnel, etc.).

E3.3.2. Submitting activity.

E3.3.3. Component(s) reported.

E3.3.4. Density.

E3.3.5. Tracks.

E3.3.6. Submission date.

E3.3.7. Report control number.

E3.3.8. Reel sequence number.

E3.3.9. Report "as of" date.

E3.3.10. Record count.

E3.3.11. Military or civilian records indicator (separate files are required for military and civilian records).

#### E3.4. SHIPPING INSTRUCTIONS

E3.4.1. Military and civilian cartridges, tapes and diskettes shall be mailed (certified) to the following address:

Defense Manpower Data Center  
Office of the Assistant Secretary of Defense (FM&P)  
File Manager, Acquisition Work Force Files  
99 Pacific Street, Suite 155A  
Monterey, CA 93940-2453

E3.4.2. Cartridges, tapes and diskettes are overdue at the DMDC after the submission date indicated in section 7. (Information Requirements) of this Instruction. To guarantee next-day delivery of OVERDUE data, overnight shipment is required.

E3.4.3. Cartridges, tapes and diskettes containing personal information must display adequate advisories to persons who handle or use the cartridges, tapes and diskettes that they contain personal information subject to the Privacy Act of 1974 (reference (u)).

E3.4.4. Negative reports are required for any files not submitted.

E3.4.5. It is acceptable to place multiple files on one cartridge or tape, if the additional file(s) will be entirely contained therein and if internal IBM standard labels are included.

E4. ENCLOSURE 4FORMAT FOR TRAINING FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-9	9N	SSN	SO-CA
2	10-36	27A	Name, Individual	NA-RG
3	37-37	1A	Acquisition Career Field	Standard Pending
4	38-38	1N	Acquisition Career Level	Standard Pending
5	39-39	1N	Acquisition Career Specialty - Primary Orientation	Standard Pending
6	40-40	1N	Acquisition Career Specialty - Secondary Orientation	Standard Pending
7	41-42	2	Filler	
8	43-45	3AN	Acquisition Training Course - 1	Standard Pending
9	46-46	1A	Training Mode - 1	Standard Pending
10	47-48	2AN	Acquisition Training Source - 1	Standard Pending
11	49-52	4AN	Training Completion Date - 1	YE-NH, DUI Standard Pending
12	53-54	2	Filler	
13	55-57	3AN	Acquisition Training Course - 2	Standard Pending
14	58-58	1A	Training Mode - 2	Standard Pending

15	59-60	2AN	Acquisition Training Source - 2	Standard Pending
16	61-64	4AN	Training Completion Date - 2	YE-NH, DUI Standard Pending
17	65-66	2	Filler	
18	67-69	3AN	Acquisition Training Course - 3	Standard Pending
19	70-70	1A	Training Mode - 3	Standard Pending
20	71-72	2AN	Acquisition Training Source - 3	Standard Pending
21	73-76	4AN	Training Completion Date - 3	YE-NH, DUI Standard Pending
22	77-78	2	Filler	
23	79-81	3AN	Acquisition Training Course - 4	Standard Pending
24	82-82	1A	Training Mode - 4	Standard Pending
25	83-84	2AN	Acquisition Training Source - 4	Standard Pending
26	85-88	4AN	Training Completion Date - 4	YE-NH, DUI Standard Pending
27	89-90	2	Filler	
28	91-93	3AN	Acquisition Training Course - 5	Standard Pending
29	94-94	1A	Training Mode - 5	Standard Pending
30	95-96	2AN	Acquisition Training Source - 5	Standard Pending
31	97-100	4AN	Training Completion Date - 5	YE-NH, DUI Standard Pending
32	101-102	2	Filler	
33	103-105	3AN	Acquisition Training Course - 6	Standard Pending
34	106-106	1A	Training Mode - 6	Standard Pending



35	107-108	2AN	Acquisition Training Source - 6	Standing Pending
36	109-112	4AN	Training Completion Date - 6	YE-NH, DUI Standard Pending
37	113-114	2	Filler	
38	115-117	3AN	Acquisition Training Course - 7	Standard Pending
39	118-118	1A	Training Mode - 7	Standard Pending
40	119-120	2AN	Acquisition Training Source - 7	Standard Pending
41	121-124	4AN	Training Completion Date - 7	YE-NH, DUI Standard Pending
42	125-126	2	Filler	
43	127-129	3AN	Acquisition Training Course - 8	Standard Pending
44	130-130	1A	Training Mode - 8	Standard Pending
45	131-132	2AN	Acquisition Training Source - 8	Standard Pending
46	133-136	4AN	Training Completion Date - 8	YE-NH, DUI Standard Pending
47	137-138	2	Filler	
48	139-141	3AN	Acquisition Training Course - 9	Standard Pending
49	142-142	1A	Training Mode - 9	Standard Pending
50	143-144	2AN	Acquisition Training Source - 9	Standard Pending
51	145-148	4AN	Training Completion Date - 9	YE-NH, DUI Standard Pending
52	149-150	2	Filler	
53	151-153	3AN	Acquisition Training Course - 10	Standard Pending
54	154-154	1A	Training Mode - 10	Standard Pending

55	155-156	2AN	Acquisition Training Source - 10	Standard Pending
56	157-160	4AN	Training Completion Date - 10	YE-NH, DUI Standard Pending
57	161-162	2	Filler	
58	163-165	3AN	Acquisition Training Course - 11	Standard Pending
59	166-166	1A	Training Mode - 11	Standard Pending
60	167-168	2AN	Acquisition Training Source - 11	Standard Pending
61	169-172	4AN	Training Completion Date - 11	YE-NH, DUI Standard Pending
62	173-174	2	Filler	
63	175-177	3AN	Acquisition Training Course - 12	Standard Pending
64	178-178	1A	Training Mode - 12	Standard Pending
65	179-180	2AN	Acquisition Training Source - 12	Standard Pending
66	181-184	4AN	Training Date - 12	YE-NH, DUI Standard Pending
67	185-186	2	Filler	
68	187-189	3AN	Acquisition Training Course - 13	Standard Pending
69	190-190	1A	Training Mode - 13	Standard Pending
70	191-192	2AN	Acquisition Training Source - 13	Standard Pending
71	193-196	4AN	Training Completion Date - 13	YE-NH, DUI Standard Pending
72	197-206	10AN	Optional Component Use	Component Specific
73	207-212	6	Filler	
74	213-213	1A	Contracting Officer Primary Warrant Type	Standard Pending

75	214-214	1N	Contracting Officer Obligating Limit	Standard Pending
76	215-215	1N	Acquisition Program Indicator	Standard Pending
77	216-216	1A	Contractor Job Site	Standard Pending
78	217-217	1A	Special Acquisition Assignment	Standard Pending
79	218-218	1AN	Component	DE-NM

## E5. ENCLOSURE 5

### TRAINING FILE CODING DESCRIPTION

<u>DATA ELEMENT NUMBER</u>	<u>DESCRIPTION</u>
1	<p><u>SSN</u></p> <p>Enter nine numeric digits, omitting hyphens.</p>
2	<p><u>Name, Individual</u></p> <p>Enter last name, space, first name, space, middle name (or middle initial), until field is exhausted. Blank-fill the unused portion of the field. Hyphens, apostrophes, commas and periods may be used, but do not use commas or periods as delimiters between last and first names.</p>
3	<p><u>Acquisition Career Field</u></p> <p>This is the predominant acquisition career field and applies to persons whom the USD(A) has determined must complete or must have completed specific acquisition training.</p> <p>A = Program Management (Includes 340 series in acquisition organizations and multiple other series, and comparable military personnel).</p> <p>C = Contracting (Includes all 1102 series and comparable military personnel).</p> <p>D = Industrial Property Management (Includes 1103 series in acquisition organizations, selected 1150 series and comparable military personnel, including property administration and plant clearance personnel).</p> <p>E = Purchasing and Procurement Assistant (Includes 1105 series in acquisition organizations, 1106 series and comparable military personnel).</p> <p>G = Manufacturing and Production (Includes 301, 8xx, and 11xx series and comparable military personnel, including industrial engineers, production specialists, general business and industry, and others performing manufacturing and production functions).</p>

H = Quality Assurance (Includes QA specialists, quality engineers and scientists, and 1910 series in acquisition organizations, other technical series, and comparable military personnel including in-plant quality assurance representatives, quality specialists at organic facilities, and project support specialists and engineering and scientific civilian occupational series performing quality functions).

K = Business, Cost Estimating and Financial Management (Includes selected 505 series personnel at acquisition organizations and multiple other series and comparable military personnel). Includes personnel holding staff positions in business and financial management for acquisition programs and business managers of non-major and major acquisition programs.

L = Acquisition Logistics (Includes deputy program managers for logistics including Integrated Logistics Support (ILS) managers and acquisition logistics management staff personnel including 346 series personnel at acquisition organizations).

R = Communications - Computer Systems

S = Systems Planning, Research, Development, and Engineering

T = Test and Evaluation Engineering

U = Auditing

Y = Other Career Field

Z = Unknown

4 Acquisition Career Level

Applies to persons the USD(A) has determined must complete or must have completed specific acquisition training.

1 = Entry level (level I)

2 = Intermediate level (level II)

3 = Senior level (level III)

9 = Unknown

5 Acquisition Career Specialty - Primary Orientation

Indicates the primary orientation of the individual's job in the contracting process.

Codes 1 through 5 are required for persons in the following Acquisition Career Fields and Acquisition Career Levels:

Career Field C, levels I, II, III  
Career Field E, level II  
Career Field G, level II

Codes I through 5 and 8 are optional for persons in other Acquisition Career Fields and Acquisition Career Levels.

- 1 = Primarily preaward oriented
- 2 = Primarily postaward oriented
- 3 = Primarily oriented to cost and price analysis
- 4 = Both preaward and postaward oriented
- 5 = Primarily post, station, installation (base oriented)
- 8 = None of the above
- 9 = Unknown

6 Acquisition Career Specialty - Secondary Orientation

Indicates the secondary orientation of the individual's job in the contracting process. Codes 1 through 3 are required for persons in Acquisition Career Field C, career levels II and III. For persons in other career fields or levels, enter code 8.

- 1 = Involved in acquisition of information resources.
- 2 = Assigned to a major system acquisition including persons who devote 50 percent or more of their time to one or more major systems.
- 3 = Both 1 and 2
- 8 = None of the above
- 9 = Unknown

8, 13, 18, 23, 28, 33, 38, 43, 48, 53, 58, 63, 68 Acquisition Training Course  
Enter codes for completed courses only. First, enter the Personnel Data System (PDS) codes for all USD(A) mandatory and recommended courses completed by the acquisition worker. Then, if there remains space in the record, you may voluntarily submit the PDS codes of other completed acquisition courses. Lastly, for the records of acquisition workers not required by the USD(A) to undergo any acquisition training, you may voluntarily submit the PDS codes of any completed acquisition courses. Examples of course titles and codes are given in enclosure E6.

9, 14 19, Training Mode  
24 29, 34,  
39, 44, 49,  
54, 59, 64,  
69

Enter only if an acquisition training course code has been entered. Otherwise, leave blank.

A = Alternative fulfillment (credit for experience, education, or alternate training programs (DD Form 2518, "Fulfillment of Mandatory Training Requirement")).

B = Resident (Government-provided training is offered at a sponsoring school location in a classroom setting).

C = DoD acceptable substitute (including equivalent college and university course or courses).

D = Equivalency test (examination to demonstrate knowledge of a training subject).

E = Correspondence course (training which is mailed to the student).

F = Contractor course - given on-site (training taught by a contractor).

G = Contractor course - resident at sponsoring school.

H = Seminar through sponsoring school (training meeting at which relevant information is discussed).

I = Accredited Off-Campus Instruction (AOCI). For historical use only; see AOI definition in enclosure E2.

J = Satellite television network (training presented at one location and transmitted by satellite to another location).

K = On-site (Government-provided training at or near the work location)

L = Other training mode

10, 15, 20, Acquisition Training Source  
25, 30, 35,  
40, 45, 50,  
55, 60, 65,  
70

Enter the approved source of DoD Mandatory and DoD recommended acquisition training only if an acquisition training course code has been entered and if the school delivering the completed course was one of those named below. Otherwise, leave blank.

- 01 = AFCMD (Air Force systems Command, Air Force Contract Management Division, Kirtland AFB, NM 87117)
- 02 = AFIT (Air Force Institute of Technology, Wright-Patterson AFB, OH 45433)
- 03 = AMEC (Army Management Engineering College, Rock Island, IL 61201)
- 04 = ALMC (Army Logistics Management College, Fort Lee, VA 23801)
- 05 = CECOM (U.S. Army Communication and Electronics Command, Fort Monmouth, NJ 07703)
- 06 = DISI (Defense Industrial Security Institute, Richmond, VA 23219)
- 07 = DLA (DLA Quality Assurance Management Support Office, DLA Civilian Personnel Service Support Office, Marietta, GA 30060)
- 08 = IRMC (Information Resources Management College, Building 175, Washington Navy Yard, Washington, DC 20374)
- 09 = DSMC (Defense Systems Management College, Ft. Belvoir, VA 22060)
- 10 = MTL (Materials Technical Laboratory, Watertown, MA 02174)
- 11 = OPM (Office of Personnel Management, Management Training Institutes (various locations))
- 12 = SMPTC (School of Military Packaging Technology Center, Aberdeen Proving Ground, MD 21005)
- 13 = NWAC (Naval Warfare Assessment Center, Naval Sea Systems Command Product Assurance Training Center, Corona, CA 91720)
- 14 = 3400 TCHTW (3400 TCHTW/TTGXG, Lowry Technical Training Center, Lowry AFB, CO 80230)
- 15 = NAMTO (Navy Acquisition Management Training Office, Norfolk, VA 23511)
- 16 = NFCTC (Naval Facilities Contracts Training Center, Port Hueneme, CA 93043)
- 17 = AFSC (Air Force Systems Command, Systems Acquisition School, Brooks AFB, TX 78235)
- 98 = Approved non-college or non-university offeror
- 99 = Approved college or university offeror



11, 16, 21, Training Completion Date  
26, 31, 36,  
41, 46, 51,  
56, 61, 66,  
71

Enter (YYMM) only if an acquisition training subject code has been entered. Required for training completed during the months before the "as of" date of this report. May be voluntarily submitted for training completed in previous quarterly periods.

72 Optional Component Use

Reserved for Component use.

74 Contracting Officer Primary Warrant Type

A warrant is the Government officer's written authorization to perform contractual roles consistent with specified duties and responsibilities that define the warrant type. Report a warrant only if it is current as of the reporting date of this file.

If a covered employee holds more than one current warrant and one grants the status of "procuring contracting officer (PCO)," report code "A." If neither current warrant is for a PCO, report the warrant type associated with the higher current warrant amount.

A = Procuring contracting officer (also called a "PCO" or "contracting officer"). A person with the authority to enter into contracts to purchase; rent; lease; or otherwise obtain supplies or services from non-Federal sources, which obligate the Federal Government to expend appropriated funds.

B = Administrative contracting officer (ACO). A person with authority delegated by a contracting officer to administer contracts.

C = Terminating contracting officer (TCO). A person with authority delegated by a contracting officer to settle terminating contracts.

D = Corporate administrative contracting officer (CACO). The DoD civilian or military warranted contracting officer assigned cognizance of a corporation. The CACO is responsible for performing, on a corporate-wide basis, the contract administration functions designated by the responsible Agency.

E = Principal administrative contracting officer (PACO). The senior civilian or military warranted administrative contracting officer who deals exclusively, or nearly exclusively, with a single DoD contractor. The term "contractor" may include one or more corporate divisions, subsidiaries, or affiliates under close common control. ACOs are normally, but not necessarily always, physically located at the contractor's plant or other similar facility.

F = Provisional-item-order contracting officer (PIO)

X = Warrant other than listed above

Z = No warrant granted

75 Contracting Officer Obligating Limit

This is the dollar limitation on obligating authority imposed by SF Form 1402, "Certificate of Appointment," or any other conditional limitation on obligating authority. Report the highest amount that the contracting officer can obligate on his or her own authority (without higher-level approval). If there is more than one obligating limit report the limit associated with the contracting officer primary warrant type reported in data element 74.

1 = No warrant amount granted

2 = \$25,000 or less

3 = \$25,001 through \$500,000

4 = \$500,001 through \$2,000,000

5 = \$2,000,001 through \$10,000,000

6 = Over \$10,000,000, including unlimited

76 Acquisition Program Indicator

Enter the code that describes the program the individual works in support of. Applicable only to PMs, Deputy PMs, contracting series, business managers, financial managers, integrated logistics support managers, and acquisition logistics management personnel. Enter "9" in nonapplicable records.

1 = Major defense acquisition program

2 = Significant non-major defense acquisition program

9 = None of the above

77 Contractor Job Site

Whether a majority of the person's working days during the reporting period involved performance of an acquisition function (relating to a DoD contract) at a site or plant that is owned or operated by the contractor and that is the principal location of such person's performance of that acquisition function.

Y = Acquisition functions were performed such that more than 50 percent of the individual's time during the reporting period was at a contractor-owned or -operated site or plant.

N = All others

78 Special Acquisition Assignment

Applies to persons performing one of the following assignments. Otherwise, leave blank.

A = Program executive officer

B = Program manager

C = Deputy program manager

D = Senior contracting official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity.

E = Education, training, and career development positions

F = Contracting Officer. Warranted contracting officer above small purchase threshold.

G = A and F, above

H = B and F, above

J = C and F, above

K = D and F, above

79 Component (Military Service or Defense Agency)

Enter the Component of the individual, as shown below.

A = Army

N = Navy

M = Marine Corps

F = Air Force

P = Coast Guard

B = Defense Mapping Agency

C = Strategic Defense Initiative Organization,

D = Office of the Secretary of Defense (OSD) and DoD Field Activities

E = Defense Advanced Research Projects Agency

H = Defense Nuclear Agency

J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)

K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

E6. ENCLOSURE 6ACQUISITION TRAINING COURSE TITLES AND CODES

	Codes to Submit to DMDC	
	PDS (Mil)	PDS-C (Civ)
<u>Acquisition Course Titles and Defense Management Education and Training (DMET) Catalog Course Codes</u>		
Advanced Contract Administration/WPPM 304	AAS	BDO
Advanced Contract Pricing/WQMT 540	PBE	BAD
Advanced Property Administration/WPPM 300	QNN	PDN
Business Management Course		BET
Contract Administration (Executive)/WPPM 057	JBK	BCM
Contractor Performance Measurement Course/ DSMC-6	QTT	QMK
Defense Acquisition and Contracting Executive Seminar/ER	MV9	BB3
Defense Contracting for Information Resources ALMC-ZX	8DH	PDY
Defense Contract Property Disposition/ALMC-TY	688	PDO
Defense Small Purchase (Basic)/ALMC-B3/Level I	8ZU	BCQ
Defense Small Purchase (Advanced)/ALMC-B4/Level II	K11	BCO
Defense Small Purchase (Pricing)/ALMC-B6		BCX
DoD Acquisition Quality Assurance Fundamentals/ AMEC-210	6PN	BCS
DoD Acquisition Quality Assurance/ALMC-QC/ Level II	N3B	BCR QCV *
DoD Acquisition Quality Assurance Management ALMC-QD/Level III	N3G	BCT QCW *
Government Contract Law/WPPM 302	D99	BDP

Industrial Property Administration/WPPM 151	AAW	PDM
Management of Acquisition Logistics/DSMC-24	4X1	BCU
Management of Defense Acquisition Contracts (Basic)/8D-4320	MMW	BDQ
Management of Defense Acquisition Contracts (Advanced)/8D-F12	MMX	BDN
Management of Defense Acquisition Contracts (Executive) /ALMC-B5	L32	BCL
Prescribed Curriculum of a Designated Intermediate Service School	BCV	
Prescribed Curriculum of a Designated Senior Service School	BCW	
Principles of Contract Pricing/QMT 170	PBC	BDR
Production Management I/WPPM 153	EBP	JQX
Production Management II/WPPM 305	EAJ	JQY
Program Management Course/DSMC-3	N83	BBW
Quantitative Techniques for Cost and Price Analysis/WQMT 345	UGH	BCC
Systems Acquisition for Contracting Personnel/DSMC-34	LRB	BCN
**		
**		
**		

\* QCV and QCW are prior courses code valid for historic data entry. They have been superseded by BCR and BCT respectively for current and future course codings.

\*\* Additional course and/or education requirement titles and codes to be designated for all acquisition career fields subsequent to this Instruction and published separately in the "DoD Acquisition, Education and Training Catalog."

E7. ENCLOSURE 7FORMAT FOR PERSONNEL FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-9	9N	SSN	SO-CA
2	10-10	1AN	Component	DE-NM
3	11-22	12AN	Position Number	Service Specific
4	23-24	2A	Civilian Pay Plan	OPM Standard PAY-002
5	25-28	4N	Civilian Occupational Series	OPM Standard OCC-031
6	29-30	2N	Civilian Pay Grade	OPM Standard GRA-007
7	31-32	2N	Civilian Step or Rate	OPM Standard PAY-079
8	33-33	1N	Position Occupied (Position Service Identifier)	OPM Standard POS-039
9-E	34-40	7AN	Military Occupation; Enlisted	Service Specific
9-O	34-42	9AN	Military Occupation; Officer	Service Specific
10	43-45	3AN	Military Pay Grade	PA-SN
11	46-46	1A	Acquisition Career Field	Standard Pending
12			Acquisition Corps Qualification Basis	Standard Pending
12A	47-47	1N	Acquisition Corps Qualification Basis - Grade	Standard Pending

12B1	48-48	1N	Acquisition Corps Qualification Basis - Education: Baccalaureate or ACPB Certification Requirement	Standard Pending
12B2	49-49	1N	Acquisition Corps Qualification Basis - Education: Credit Hour Requirements	Standard Pending
12C	50-50	1N	Acquisition Corps Qualification Basis - Experience	Standard Pending
13	51-54	4N	Acquisition Corps Appointment Date	Standard Pending
14			Contracting Officer Qualification Basis	
14A	55-55	1N	Contracting Officer Qualification Basis - Mandatory Contracting Courses	Standard Pending
14B	56-56	1N	Contracting Officer Qualification Basis - Experience	Standard Pending
14C	57-57	1N	Contracting Officer Qualification Basis - Education	Standard Pending
15	58-58	1N	1102 Series Qualification Basis	Standard Pending
16	59-59	1A	Contracting Officer Primary Warrant Type	Standard Pending
17	60-60	1N	Contracting Officer Obligating Limit	Standard Pending
18			Special Program Indicator	
18A	61-61	1A	Intern Program Indicator	Standard Pending
18B	62-62	1A	Cooperative Education Program Indicator	Standard Pending
18C	63-63	1A	Tuition Assistance or Reimbursement and Training Program Indicator	Standard Pending
18D	64-64	1A	Repayment of Student Loans Program Indicator	Standard Pending
19	65-65	1N	Acquisition Program Indicator	Standard Pending
20	66-71	6N	Date Entered Present Position	Standard Pending
21	72-74	3N	Acquisition Experience	Standard Pending
22	75-75	1A	Special Acquisition Assignment	Standard Pending



23	76-76	1N	Career Level Achieved	Standard Pending
24	77-80	4AN	Date Career Level Achieved	YE-NH, DUI Standard Pending
25	81-90	10AN	Career Level Authority	Standard Pending

## E8. ENCLOSURE 8

### PERSONNEL FILE CODING DESCRIPTION

DATA  
ELEMENT  
NUMBER

DESCRIPTION

1

SSN

Enter nine numeric digits, omitting hyphens.

2

Component (Military Service or Defense Agency)

Enter the Component of the individual, as shown below:

A = Army

N = Navy

M = Marine Corps

F = Air Force

P = Coast Guard

B = Defense Mapping Agency

C = Strategic Defense Initiative Organization

D = Office of the Secretary of Defense (OSD) and DoD Field Activities

E = Defense Advanced Research Projects Agency

H = Defense Nuclear Agency

J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)

K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

3 Position Number

Use up to 12 characters to enter the code that uniquely identifies the position occupied by the subject individual. For acquisition positions there must be a corresponding record in the Position File.

4 Civilian Pay Plan

Enter the appropriate two-character code (GS,GM,ES,etc.) for civilians. Leave blank for military.

5 Civilian Occupational Series

Enter the appropriate four-character code (0801, 1102, 1515, etc.) for civilians. Leave blank for military.

6 Civilian Pay Grade

For civilians:  
00 = not applicable (e.g., SES); otherwise, 01-99; leave blank for military.

7 Civilian Step or Rate

For civilians:  
00 = not applicable; otherwise 01-15; leave blank for military.

8 Position Occupied (Position Service Identifier)

For civilians:

- 1 = Competitive service
- 2 = Excepted service
- 3 = SES (general)
- 4 = SES (career reserved)

Leave blank for military.

9-E Military Occupation; Enlisted

For military:

Army - Enter primary MOS, SQI, and ASI.

Navy - Enter rating in first three positions and NEC in next four positions.

Marine Corps - Enter primary MOS.

Air Force - Enter authorized primary AFSC.

Leave blank for civilians.

9-O Military Occupation; Officer

For Military:

Army - Enter the Warrant Officer MOS and first three SQIs; the Commissioned Officer branch, functional area, and area of concentration.

Navy - Enter designator and AQD.

Marine Corps - Enter primary MOS.

Air Force - Enter authorized primary AFSC.

Leave blank for civilians.

10 Military Pay Grade

For military enter current grade, consisting of personnel class and pay level serial number, in that order.

Leave blank for civilians.

11 Acquisition Career Field

A = Program Management (Includes 340s in acquisition organizations and multiple other series, and comparable military personnel).

C = Contracting (Includes all 1102 series and comparable military personnel).

D = Industrial Property Management (Includes 1103 series in acquisition organizations, selected 1150 series and comparable military personnel, including property administration and plant clearance personnel).

E = Purchasing and Procurement Assistant (Includes 1105 series in acquisition organizations, 1106 series and comparable military personnel).

G = Manufacturing and Production (Includes 301, 8xx and 11xx series, and comparable military personnel, including industrial engineers, production specialists, general business and industry, and others performing manufacturing and production functions).

H = Quality Assurance (Includes QA specialists, quality engineers and scientists, and 1910 series in acquisition organizations, other technical series, and comparable military personnel including in-plant quality assurance representatives, quality specialists at organic facilities, and project support specialists and engineering and scientific civilian occupational series performing quality functions).

K = Business, Cost Estimating, and Financial Management (Includes selected 505 series personnel at acquisition organizations and multiple other series and comparable military personnel). Includes personnel holding staff positions in business and financial management for acquisition programs and business managers of non-major and major acquisition programs.

L = Acquisition Logistics (Includes deputy program managers for logistics including integrated logistics system (ILS) managers and acquisition logistics management staff personnel including 346 series personnel at acquisition organizations).

R = Communications - Computer Systems

S = Systems Planning, Research, Development, and Engineering

T = Test and Evaluation Engineering

U = Auditing

Y = Other Career Field

Z = Unknown

12 Acquisition Corps Qualification Basis

For members of an Acquisition Corps, enter a value for each of data elements 12A, 12B1, 12B2, and 12C, as described in Section 1732 of reference (b). For non-members of an Acquisition Corps, leave each of these data elements blank.

12A Acquisition Corps Qualification Basis - Grade

1 = Met requirements (GS/GM-13 and above for civilian or O-4 and above for military, or certified equivalent for applicant for employment).

2 = Received waiver - certified by Acquisition Career Program Board (ACPB) as possessing significant potential for advancement.

12B1 Acquisition Corps Qualification Basis - Education: Baccalaureate or ACPB Certification Requirement

1 = Has baccalaureate degree.

2 = Certified by ACPB as possessing significant potential for advancement.

3 = Had 10 years of acquisition experience on October 1, 1991 instead of 1 or 2, above.

4 = Passed examination (demonstrating knowledge equivalent to 24 semester credit hours in career field) instead of 1, 2, or 3, above.

12B2 Acquisition Corps Qualification Basis - Education: Credit Hour Requirements

1 = Has completed at least 24 semester credit hours from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

2 = Has completed at least 24 semester credit hours in career field (Data Element 11) and 12 semester credit hours in the above disciplines, if the requirements identified in code 1, above, are not met.

3 = Had 10 years of acquisition experience on October 1, 1991 instead of 1 or 2, above.

4 = Passed examination (demonstrating knowledge equivalent to 24 semester credit hours in the disciplines listed in 1, above) instead of 1, 2, or 3, above.

5 = Received waiver - certified by ACPB as possessing significant potential for advancement.

12C Acquisition Corps Qualification Basis - Experience

1 = Met requirement (4 years in acquisition position).

2 = Received waiver - certified by ACPB as possessing significant potential for advancement.

13 Acquisition Corps Appointment Date

For members of an Acquisition Corps, enter the date (YYMM) the person was initially appointed to any Corps within the DoD. For non-Corps members, leave blank.

14 Contracting Officer Qualification Basis

For military and civilian contracting officers with authority to award or administer contracts for amounts above the small purchase threshold referred to in Section 2304(g) of Pub. L. 101-510 (reference (b)), enter a value for each of data elements 14A, 14B, and 14C, as described in Section 1724 of reference (b). Otherwise leave each of these data elements blank.

14A Contracting Officer Qualification Basis - Mandatory Contracting Courses

1 = Met requirement (completed all mandatory contracting courses).

2 = Received waiver - certified by ACPB as possessing significant potential for advancement.

3 = Requirement does not apply - grandfathered in accordance with Section 1724(c)(2) of Pub. L. 101-510 (reference (b)) - individual serving in the position on October 1, 1993 is qualified to serve in that position or other position at same grade and responsibility.

14B Contracting Officer Qualification Basis - Experience

1 = Met requirement (2 years in contracting position).

2 = Received waiver - certified by ACPB as possessing significant potential for advancement.

3 = Requirement does not apply - grandfathered in accordance with Section 1724(c)(2) of reference (b) - individual serving in the position on October 1, 1993 is qualified to serve in that position or other position at same grade and responsibility.

14C Contracting Officer Qualification Basis - Education

1 = Has baccalaureate degree.

2 = Has completed at least 24 semester credit hours in the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

3 = Passed examination (demonstrating knowledge equivalent to 24 semester credit hours in above disciplines).

4 = Had 10 years of acquisition experience on October 1, 1991 instead of 1, 2, or 3, above.

5 = Received waiver - certified by ACPB as possessing significant potential for advancement.

6 = Requirement does not apply - grandfathered in accordance with Section 1724(c)(2) of reference (b) - individual serving in the position on October 1, 1993 is qualified to serve in that position or other position at same grade and responsibility.

15 1102 Series Qualification Basis

For civilians in the 1102 occupational series and military equivalents, enter one of the following, as described in section 1724 of Pub. L. 101-510 (reference (b)). For other civilians and military leave blank.

1 = Has baccalaureate degree.

2 = Has completed at least 24 semester credit hours in the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.

3 = Passed examination (demonstrating knowledge equivalent to 24 semester credit hours in above disciplines).

4 = Had 10 years of acquisition experience on October 1, 1991 instead of 1, 2, or 3, above.

5 = Received waiver - certified by ACPB as possessing significant potential for advancement.

6 = Requirement does not apply - grandfathered in accordance with Section 1724(c)(2) of reference(b) - individual serving in the position on October 1, 1993 is qualified to serve in that position or other position at same grade and responsibility.

16 Contracting Officer Primary Warrant Type

A warrant is the Government officer's written authorization to perform contractual roles consistent with specified duties and responsibilities, which define the warrant type. Report a warrant only if it is current, as of the reporting date of this file.

If a covered employee holds more than one current warrant and one grants the status of "procuring contracting officer (PCO)," report code "A." If neither current warrant is for a PCO, report the warrant type associated with the higher current warrant amount.

A = Procuring contracting officer (also called a "PCO" or "contracting officer"). A person with the authority to enter into contracts to purchase; rent; lease; or otherwise obtain supplies or services from non-Federal sources, which obligate the Federal Government to expend appropriated funds.



B = Administrative contracting officer (ACO). A person with authority delegated by a contracting officer to administer contracts.

C = Terminating contracting officer (TCO). A person with authority delegated by a contracting officer to settle terminating contracts.

D = Corporate administrative contracting officer (CACO). The DoD civilian or military warranted contracting officer assigned cognizance of a corporation. The CACO is responsible for performing, on a corporate-wide basis, the contract administration functions designated by the responsible Agency.

E = Principal administrative contracting officer (PACO). The senior civilian or military warranted administrative contracting officer who deals exclusively, or nearly exclusively, with a single DoD contractor. The term "contractor" may include one or more corporate divisions, subsidiaries, or affiliates under close common control. PACOs are normally, but not necessarily always, physically located at the contractor's plant or other similar facility.

F = Provisional-item-order contracting officer (PIO)

X = Warrant other than listed above

Z = No warrant granted

17 Contracting Officer Obligating Limit

This is the dollar limitation on obligating authority imposed by SF Form 1402, "Certificate of Appointment," or any other conditional limitation on obligating authority. Report the highest amount that the contracting officer can obligate on his or her own authority (without higher-level approval). If there is more than one obligating limit, report the limit associated with the contracting officer primary warrant type reported in data element 16.

I = No warrant amount granted

2 = \$25,000 or less

3 = \$25,001 through \$500,000

4 = \$500,001 through \$2,000,000

5 = \$2,000,001 through \$10,000,000

6 = Over \$10,000,000, including unlimited

18 Special Program Indicator

Indicate whether the individual is a participant in any of the following special acquisition education and training programs.

18A Intern Program Indicator

Y = Yes

N = No

18B Cooperative Education Program Indicator

Y = Yes

N = No

18C Tuition Assistance or Reimbursement and Training Program Indicator

Refers to college tuition paid under pay-for-degree authority under 5 U.S.C. 4107(d) (reference (v)) civilians only.

Y = Yes

N = No

18D Repayment of Student Loans Program Indicator

Y = Yes

N = No

19 Acquisition Program Indicator

Applicable only to program managers and deputy program managers. Enter "9" in nonapplicable records.

1 = This individual performs work in support of a major defense acquisition program.

2 = This individual performs work in support of a significant non-major defense acquisition program.

9 = None of the above

20 Date Entered Present Position

Enter the date (YYMMDD) the person entered the position number coded in data element 3.

21 Acquisition Experience

Enter the total number of months spent in acquisition positions.

22 Special Acquisition Assignment

Applies to persons currently performing one of the following assignments. Otherwise leave blank.

A = Program executive officer

B = Program manager

C = Deputy program manager

D = Senior contracting official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity.

E = Education, training, and career development positions

F = Contracting Officer. Warranted contracting officers above small purchase threshold.

G = A and F, above

H = B and F, above

J = C and F, above

K = D and F, above

23 Career Level Achieved

Code the highest level attained in current Acquisition Career Field, (i.e., the level at which the individual has met all the standards).

1 = Level I

2 = Level II

3 = Level III

9 = No level achieved or not applicable

24 Date Career Level Achieved

Enter the date (YYMM) career level achieved coded in data element 23, above, was received.

25 Career Level Authority

Enter the command title of the approving authority (e.g., DACM, ACPB, or local command).

E9. ENCLOSURE 9FORMAT FOR REVIEW/ASSIGNMENT CHANGE FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1	1N	Record Type	Standard Pending
2	2-10	9N	SSN	SO-CA
3	11	1AN	Component	DE-NM
4	12-17	6N	Date Entered Position	Standard Pending
5	18	1N	Acquisition Program Indicator	Standard Pending
6	19-24	6N	Last Major Milestone Date	Standard Pending
7	25-30	6N	Next Major Milestone Date	Standard Pending
8	31-36	6N	Review Date	Standard Pending
9	37-42	6N	Assignment Change Date	Standard Pending
10	43-43	1A	Acquisition Career Field	Standard Pending
11	44-44	1A	Special Acquisition Assignment	Standard Pending
12	45-47	3N	Nature of Action	OPM Standard NAT-009
13	48-50	3AN	Legal Authority 1	OPM Standard LEG-008
14	51-53	3AN	Legal Authority 2	OPM Standard LEG-008
15	54-54	1A	Military Reason for Assignment Change	Standard Pending

## E10. ENCLOSURE 10

### REVIEW/ASSIGNMENT CHANGE FILE CODING DESCRIPTION

DATA  
ELEMENT  
NUMBER

1            Record Type

Enter one of the following codes to identify the type of rotation or change of assignment type for critical acquisition positions.

1 = Rotation resulting from initial review - after completion of 5 years of service in the critical position, or, in the case of a PM, after completion of a major program milestone, whichever is longer. (Section 1734(e) of Pub. L. 101-510, reference (b).)

2 = Rotation resulting from follow-up review - after completion of 5 years of service in the critical position, or, in the case of a PM, after completion of a major program milestone, whichever is longer. (Section 1734(e) of reference (b).)

3 = Non-rotation resulting from initial review - after completion of 5 years of service in the critical position, or, in the case of a PM, after completion of a major program milestone, whichever is longer. (Section 1734(e) of reference (b).)

4 = Non-rotation resulting from follow-up review - after completion of 5 years of service in the critical position, or, in the case of a PM, after completion of a major program milestone, whichever is longer. (Section 1734(e) of reference (b).)

5 = Change in position or assignment not resulting from an initial or follow-up review. This includes promotion, reassignment, separation, etc.

2            SSN

Enter nine numeric digits, omitting hyphens.

3            Component (Military Service or Defense Agency)

Enter the component of the individual, as shown below:

A = Army

N = Navy

M = Marine Corps

F = Air Force

P = Coast Guard

B = Defense Mapping Agency

C = Strategic Defense Initiative Organization

D = Office of the Secretary of Defense (OSD) and DoD Field Activities

E = Defense Advanced Research Projects Agency

H = Defense Nuclear Agency

J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)

K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

4     Date Entered Position

Enter the date (YYMMDD) the person began working in the critical acquisition position from which he or she was changed to another assignment or position or reviewed for rotation.

5 Acquisition Program Indicator

Applicable only to program managers and deputy program managers. Enter "9" in nonapplicable records.

1 = This individual performs work in support of a major defense acquisition program.

2 = This individual performs work in support of a significant non-major defense acquisition program.

9 = None of the above

6 Last Major Milestone Date

9 = None of the above

7 Next Major Milestone Date

For PMs and deputy PMs of a major defense acquisition program, enter the date (YYMMDD) of the major program milestone immediately following the individual's position or assignment change date (or review date, if there was no position or assignment change). Otherwise, leave blank.

8 Review Date

For individual reviewed (data element 1, record type coded 1, 2, 3 or 4) for possible rotation enter the date (YYMMDD) the review took place. Otherwise, leave blank.

9 Assignment Change Date

For civilians with data element 1, record type coded 1, 2, or 5 enter the effective date (YYMMDD) of the position or assignment change. For civilians this will be equivalent to "effective date of personnel action." Leave blank for individuals with record type not coded 1, 2, or 5.

10 Acquisition Career Field

Report the individual's career field at the time of review or assignment change.

A = Program Management (Includes 340 series in acquisition organizations and multiple other series, and comparable military personnel).

C = Contracting (Includes all 1102 series and comparable military personnel).



D = Industrial Property Management (Includes 1103 series in acquisition organizations, selected 1150 series and comparable military personnel, including property administration and plant clearance personnel).

E = Purchasing and Procurement Assistant (Includes 1105 series in acquisition organizations, 1106 series and comparable military personnel).

G = Manufacturing and Production (Includes 301, 8xx, and 11xx series and comparable military personnel, including industrial engineers, production specialists, general business and industry, and others performing manufacturing and production functions).

H = Quality Assurance (Includes QA specialists, quality engineers and scientists, and 1910 series in acquisition organizations, other technical series, and comparable military personnel including in-plant quality assurance representatives, quality specialists at organic facilities, and project support specialists and engineering and scientific civilian occupational series performing quality functions).

K = Business, Cost Estimating and Financial Management (Includes selected 505 series personnel at acquisition organizations and multiple other series and comparable military personnel). Includes personnel holding staff positions in business and financial management for acquisition programs and business managers of non-major and major acquisition programs.

L = Acquisition Logistics (Includes deputy program managers for logistics including Integrated Logistics Support (ILS) managers and acquisition logistics management staff personnel including 346 series personnel at acquisition organizations).

R = Communications - Computer Systems

S = Systems Planning, Research, Development, and Engineering

T = Test and Evaluation Engineering

U = Auditing

Y = Other Career Field

Z = Unknown

11 Special Acquisition Assignment

Applies to persons performing one of the following assignments: (Otherwise, leave blank.)

A = Program executive officer

B = Program manager

C = Deputy program manager

D = Senior contracting official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity.

E = Education, training, and career development positions

F = Contracting Officer. Warranted contracting officers above small purchase threshold.

G = A and F, above

H = B and F, above

J = C and F, above

K = D and F, above

12 Nature of Action

For civilians with data element 1, record type, coded 1, 2, or 5 enter one of the following nature of action codes to describe the type of position or assignment change that was effective on the date coded in data element 9. Otherwise, leave blank.

300, 301, 302, 303, 304 = Retirement

312, 317 = Resignation

350 = Death

352, 353, 354, 356, 357 = Termination

385, 386 = Discharge

702 = Promotion

703 = Temporary promotion

713 = Change to lower grade

721 = Reassignment

730 = Detail

740 = Position change

741 = Position change NTE

790 = Realignment

13 Legal Authority 1

The law, executive order, rule, regulation, or other basis that authorizes the appointing officer to effect a personnel action on an employee. For specific coding, see Supplement 296-33 of the FPM (reference (w)). Enter for civilians with data element 1, record type, coded 1, 2, or 5. Otherwise, leave blank.

14 Legal Authority 2

The law, executive order, rule, regulation, or other basis that in addition to Legal Authority 1 authorizes the appointing officer to effect a personnel action on an employee. For specific coding, see Supplement 296-33 of the FPM (reference (w)). Enter for civilians with data element 1, record type, coded 1, 2, or 5. Otherwise, leave blank.

15 Military Reason for Assignment Change

For military with data element 1, record type, coded 1, 2, or 5 enter one of the following:

1 = Permanent Change of Station (PCS) (as a result of promotion)

2 = PCS (not as a result of promotion)

3 = Non-PCS (formal billet change)

4 = Retirement

5 = Humanitarian reassignment or discharge

6 = Temporary reassignment

7 = Reassignment in the interest of the Department of Defense

8 = Death

9 = Resignation

E11. ENCLOSURE 11FORMAT FOR POSITION FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-12	12AN	Position Number	Service Specific
2	13-13	1AN	Component	DE-NM
3	14-14	1N	Acquisition Position Type	Standard Pending
4	15-15	1A	Acquisition Position Category	Standard Pending
5	16-16	1N	Acquisition Program Indicator	Standard Pending
6	17-20	4N	Civilian Occupational Series	OPM Standard OCC-031
7	21-22	2N	Civilian Target Grade	OPM Standard GRA-007
8	23-25	3AN	Military Pay Grade	PA-SN
9-E	26-34	9AN	Military Occupation; Enlisted	Service Specific
9-O	26-34	9AN	Military Occupation; Officer	Service Specific
10	35-35	1A	Military Essentiality Reason	Standard Pending
11	36-89	54AN	Job Title	Service Specific
12	90-97	8AN	Unit Identification Code (UIC)	Service Specific
13	98-98	1A	Special Acquisition Assignment	Standard Pending

14	99-99	1N	Acquisition Career Level Required	Standard Pending
15	100-101	2A	Civilian Pay Plan	OPM Standard Pay-002
16	102-102	1A	Reserved for Military Indicator	Standard Pending

## E12. ENCLOSURE 12

### POSITION FILE CODING DESCRIPTION

<u>DATA ELEMENT NUMBER</u>	<u>DESCRIPTION</u>
1	<p><u>Position Number</u></p> <p>Use up to 12 characters to enter the code that uniquely identifies the acquisition position.</p>
2	<p><u>Component (Military Service or Defense Agency)</u></p> <p>Enter the Component of the position, as shown below.</p> <p>A = Army</p> <p>N = Navy</p> <p>M = Marine Corps</p> <p>F = Air Force</p> <p>P = Coast Guard</p> <p>B = Defense Mapping Agency</p> <p>C = Strategic Defense Initiative Organization</p> <p>D = Office of the Secretary of Defense (OSD) and DoD Field Activities</p> <p>E = Defense Advanced Research Projects Agency</p> <p>H = Defense Nuclear Agency</p> <p>J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)</p>

K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

3 Acquisition Position Type

1 = Critical acquisition position - not a Division Head

2 = Critical acquisition position - a Division Head

3 = Developmental acquisition position

4 = Acquisition position that is neither critical nor developmental.

4 Acquisition Position Category

A = Program management (Includes all 340 series positions in acquisition organizations and multiple other series positions, and comparable military positions).

C = Contracting (Includes all 1102 series and comparable military contracting positions).

D = Industrial Property Management (Includes all 1103 series positions in acquisition organizations, selected 1150 series and comparable military positions, including property administration and plant clearance positions).

E = Purchasing and Procurement Assistant (Includes all 1105 series positions in acquisition organizations and 1106 series and comparable military positions).

G = Manufacturing and Production (Includes 301, 8xx, and 11xx series, and comparable military positions, including industrial engineering, production specialists, general business and industry, and other positions whose incumbents perform manufacturing and production functions).

H = Quality Assurance (Includes positions encumbered by QA specialists, quality engineers and scientists, and all 1910 series positions in acquisition organizations, other technical series, and comparable military personnel including in-plant quality assurance representatives, quality specialists at organic facilities, and project support specialists and engineering and scientific civilian positions providing quality functions).

K = Business, Cost Estimating and Financial Management (Includes selected 505 series positions at acquisition organizations and multiple other GS series and comparable military positions). Includes staff positions in business and financial management for acquisition programs and business manager positions of non-major and major acquisition programs.

L = Acquisition Logistics (Includes deputy program managers for logistics including Integrated Logistics Support (ILS) managers and acquisition logistics management staff positions including 346 series positions at acquisition organizations.

R = Communications - Computer Systems

S = Systems Planning, Research, Development, and Engineering

T = Test and Evaluation Engineering

U = Auditing

V = Program Management Oversight

X = Education, Training and Career Development

Y = Reserved for future management headquarters applications.

Z = None of the above

5 Acquisition Program Indicator

Applicable only to PM and deputy PM positions.

1 = Major defense acquisition program

2 = Significant non-major defense acquisition program



9 = None of the above

6 Civilian Occupational Series

Enter the appropriate four-digit code (e.g., 0801, 1102, 1515, etc.) for civilian positions.

7 Civilian Target Grade

Enter the target grade of the position.

8 Military Pay Grade

For military enter grade of the position, consisting of personnel class and pay level serial number, in that order.

9-E Military Occupation: Enlisted

Army: Enter MOS, skill level, SQI, and ASI.

Navy: Enter rating and NEC.

Marine Corps: Enter MOS.

Air Force: Enter AFSC.

9-O Military Occupation: Officer

Army: Enter branch, functional area, and area of concentration (commissioned officer). MOS, ASI, and SQI (warrant officer).

Navy: Enter designator and AQD.

Marine Corps: Enter MOS.

Air Force: Enter AFSC.

10 Military Essentiality Reason (source: DoD Directive 1100.4, "Guidance for Manpower Programs," August 20, 1954)

For military positions enter one of the following:

A = Combat Readiness: All billets in a military unit whose mission includes the requirement to engage in or maintain readiness for military operations.

B = Training: The position requires training which is military in nature.

E = Military Background: The position requires current military experience for successful performance of its prescribed duties. Such required military experience must be of a first-hand nature acquired by participating in or conducting military operations, tactics, or systems operations.

G = Security: Security requirements dictate that the position be filled by a service member.

H = Discipline: The position incumbent is required to exercise direct military discipline over military subordinates.

K = Unusual Hours: The prescribed duties of the position entail unusual hours not normally compatible with civilian employment.

L = Law: The law requires that the position be filled by a service member.

T = Rotation: The position is required to accommodate the non-CONUS to CONUS or sea to shore rotation of personnel.

V = Career Development: The position is required to provide adequate acquisition career paths for officer career development.

X = Other: The position is required to be filled by a service member for other reasons not specified above.

Y = None: The position is not required to be filled by a service member.

[Note: Other standard Military Essentiality Reason codes may be entered but will be interpreted as indicating that the position is not reserved for military fill.]

Leave blank for civilian positions.

11 Job Title

Enter the descriptive title of the job.

12 Unit Identification Code (UIC)

Enter as shown below the code indicating the unit to which the position belongs.

Army: Enter the UIC in the first six positions and blanks in the last two positions.

Navy: Enter an "N" in the first position, the UIC in the next five positions, and blanks or CPO ID in the last two positions.

Marine Corps: Enter the RUC in the first five positions and the MCC in the last three positions.

Air Force: Enter the PAS code.

Defense Logistics Agency: Enter a "D" in the first position, zeroes in the next three positions, the two-character activity code in the next two positions, and blanks in the last two positions.

Defense Investigative Service: Enter the first five characters of this agency's office symbol in the first five positions, the seventh character of DIS's office symbol in the sixth position (or 0 if the seventh character of the office symbol is blank), and blanks in the last two positions.

Other Defense Components: Enter "DD", in the first two positions, four alphanumeric characters in the next four positions, and blanks in the last two positions.

13 Special Acquisition Assignment

Applies to positions involving one of the following assignments. Otherwise, leave blank.

A = Program executive officer

B = Program manager

C = Deputy program manager

D = Senior contracting official. The Director and Deputy Directors of Contracting within: the office of the Secretary of a Military Department, Office of the Secretary of Defense, headquarters of a Military Department, headquarters of Defense Agencies, major command headquarters and subordinate headquarters, or in a major systems or logistics contracting activity.

E = Education, training, and career development positions

F = Contracting Officer. Warranted contracting officers above small purchase threshold.

G = A and F, above

H = B and F, above

J = C and F, above

K = D and F, above

14 Acquisition Career Level Required

1 = Requires Level I achievement

2 = Requires Level II achievement

3 = Requires Level III achievement

9 = None

15 Civilian Pay Plan

Enter the appropriate two-character code (GS, GM, ES, etc.) for civilian positions. Leave blank for military positions.

16 Reserved for Military Indicator

Y = Position is reserved for military incumbent.

N = Position is not reserved for military incumbent.

E13. ENCLOSURE 13FORMAT FOR WAIVER FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-9	9N	SSN	SO-CA
2	10-10	1AN	Component	DE-NM
3	11-11	1N	Waiver Authority	Standard Pending
4	12-12	1AN	Reason Waiver Granted	Standard Pending
5			Contracting Officer Qualifications Waiver Type	
5A	13-13	1AN	Contracting Officer Qualifications Waiver Type - Absence of Education	Standard Pending
5B	14-14	1AN	Contracting Officer Qualifications Waiver Type - Absence of Experience	Standard Pending
5C	15-15	1AN	Contracting Officer Qualifications Waiver Type - Absence of Mandatory Training	Standard Pending
6			Acquisition Corps Eligibility Waiver Type	
6A	16-16	1AN	Acquisition Corps Eligibility Waiver Type - Absence of Education	Standard Pending
6B	17-17	1AN	Acquisition Corps Eligibility Waiver Type - Absence of Experience	Standard Pending
6C	18-18	1AN	Acquisition Corps Eligibility Waiver Type - Absence of Grade	Standard Pending

7			Critical Acquisition Position Requirements Waiver Type - PM/DPM	
7A	19-19	1AN	Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Program Management Course	Standard Pending
7B	20-20	1AN	Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Experience	Standard Pending
7C	21-21	1AN	Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Systems Program Office Experience	Standard Pending
7D	22-22	1AN	Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Acquisition Corps Membership	Standard Pending
8			Critical Acquisition Position Requirements Waiver Type - PEO	
8A	23-23	1AN	Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Program Management Course	Standard Pending
8B	24-24	1AN	Critical Acquisition Position Requirements Waiver Type - PEO - -Absence of Experience	Standard Pending
8C	25-25	1AN	Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Critical Acquisition Experience	Standard Pending
8D	26-26	1AN	Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Program Manager/Deputy Program Manager Experience	Standard Pending
8E	27-27	1AN	Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Acquisition Corps Membership	Standard Pending
9			Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent	
9A	28-28	1AN	Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Acquisition Experience	Standard Pending
9B	29-29	1AN	Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Critical Acquisition Experience	Standard Pending
9C	30-30	1AN	Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Acquisition Corps Membership	Standard Pending
10			Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official	

10A	31-31	1AN	Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official - Absence of Contracting Experience	Standard Pending
10B	32-32	1AN	Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official - Absence of Acquisition Corps Membership	Standard Pending
11	33-33	1AN	Critical Acquisition Position Requirements Waiver Type - Other Critical Acquisition Positions - Absence of Acquisition Corps Membership	Standard Pending
12	34-34	1N	Waiver Level	Standard Pending
13	35-35	1N	Exception to Qualification Requirements for Critical Acquisition Positions	Standard Pending

## E14. ENCLOSURE 14

### WAIVER FILE CODING DESCRIPTION

<u>DATA ELEMENT NUMBER</u>	<u>DESCRIPTION</u>
1	<u>SSN</u>  Enter nine numeric digits, omitting hyphens.
2	<u>Component</u> (Military Service or Defense Agency)  Enter the Component of the individual, as shown below  A = Army  N = Navy  M = Marine Corps  F = Air Force  P = Coast Guard  B = Defense Mapping Agency  C = Strategic Defense Initiative Organization  D = Office of the Secretary of Defense (OSD) and DoD Field Activities  E = Defense Advanced Research Projects Agency  H = Defense Nuclear Agency  J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)



K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

3 Waiver Authority

1 = Waiver of qualification requirements for contracting positions - contracting officers (Section 1724(d) of Pub. L. 101-510 (reference (b))).

2 = Waiver of qualification requirements for contracting positions - 1102 series and military equivalents (Section 1724(d) of reference (b)).

3 = Waiver of acquisition corps eligibility (Section 1732(d) of reference (b)).

4 = Waiver of critical acquisition position assignment period for PMs/DPMs (Section 1734(d) of reference (b)).

5 = Waiver of critical acquisition position assignment period for non-PMs/DPMs (Section 1734(d) of reference (b)).

6 = Waiver of requirements for assignment to the following critical acquisition positions (Section 1737(c) of reference (b)):

- Program manager or deputy program manager positions
- Program executive officer positions
- General and flag officer and equivalent civilian positions
- Senior contracting official positions
- Other critical acquisition positions

4 Reason Waiver Granted

Enter one of the following, depending on the Waiver Authority code entered in data element 3, above:

A = Certified by acquisition career program board as possessing significant potential for advancement (use only if data element 3, above, is coded 1, 2, or 3).

B = Promotion (data element 3 is coded 4 or 5).

C = Reassignment in Government's interest (data element 3 is coded 4 or 5).

D = Humanitarian reassignment/discharge (data element 3 is coded 4 or 5).

E = Unusual circumstances (data element 3 is coded 6), as determined by Secretary of Defense or Secretary of Military Department.

F = Individual's qualifications obviate the need for meeting the established education, training, and experience requirements (data element 3 is coded 6), as determined by the Secretary concerned.

5 Contracting Officer Qualifications Waiver Type

If data element 3, above, is coded 1 (the individual is a contracting officer), enter a value for each of data elements 5A, 5B, and 5C. Otherwise leave each of these data elements blank.

5A Contracting Officer Qualifications Waiver Type - Absence of Education

1 = Has neither baccalaureate degree, nor completed 24 semester credit hours in specified disciplines, nor passed examination.

N = Not applicable

5B Contracting Officer Qualifications Waiver Type - Absence of Experience

Y = Absence of 2 years experience

N = Not applicable

5C Contracting Officer Qualifications Waiver Type - Absence of Mandatory Training

Y = Absence of mandatory contracting training

N = Not applicable

6 Acquisition Corps Eligibility Waiver Type

If data element 3, above, is coded 3, enter a value for each of data elements 6A, 6B, and 6C. Otherwise leave each of these data elements blank.

6A Acquisition Corps Eligibility Waiver Type - Absence of Education

1 = Absence of baccalaureate degree (ACPB has certified potential under Section 1732(b)(2)(A)(ii) of Pub. L. 101-510 (reference (b))).

2 = Absence of 24 semester credit hours in specified disciplines or 24 semester credit hours in career field and 12 semester credit hours in specified disciplines.

3 = Both 1 and 2 above

N = Not applicable

6B Acquisition Corps Eligibility Waiver Type - Absence of Experience

Y = Absence of 4 years experience

N = Not applicable

6C Acquisition Corps Eligibility Waiver Type - Absence of Grade

Y = Absence of minimum grade

N = Not applicable

7 Critical Acquisition Position Requirements Waiver Type - PM/DPM

If data element 3, above, is coded 6 and the individual is a program manager or deputy program manager, enter a value for each of data elements 7A, 7B, and 7C. Otherwise leave each of these data elements blank.

7A Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Program Management Course

Y = Absence of program management course

N = Not applicable

7B Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Experience

1 = Absence of 8 years acquisition experience (ACAT I)

2 = Absence of 6 years acquisition experience (ACAT II)

N = Not applicable

7C Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Systems Program Office Experience

Y = Absence of 2 years experience in systems program office (ACAT I)

N = Not applicable

7D Critical Acquisition Position Requirements Waiver Type - PM/DPM - Absence of Acquisition Corps Membership

Y = Not an Acquisition Corps member

N = Not applicable

8 Critical Acquisition Position Requirements Waiver Type - PEO

If data element 3, above, is coded 6 and the individual is a program executive officer, enter a value in each of data elements 8A, 8B, 8C, 8D, and 8E. Otherwise leave each of these data elements blank.

8A Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Program Management Course

Y = Absence of program management course

N = Not applicable

8B Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Experience

Y = Absence of 10 years acquisition experience

N = Not applicable

8C Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Critical Acquisition Experience

Y = Absence of 4 years experience in critical acquisition position

N = Not applicable

8D Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Program Manager/Deputy Program Manager Experience

Y = Absence of program manager or deputy program manager experience

N = Not applicable

8E Critical Acquisition Position Requirements Waiver Type - PEO - Absence of Acquisition Corps Membership

Y = Not an Acquisition Corps member

N = Not applicable

9 Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent

If data element 3, above, is coded 6 and the individual is a general or flag officer or a civilian serving in a position equivalent in grade to such an officer, enter a value in each of data elements 9A, 9B, and 9C. Otherwise leave each of these data elements blank.

9A Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Acquisition Experience

Y = Absence of 10 years acquisition experience

N = Not applicable

9B Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Critical Acquisition Experience

Y = Absence of 4 years experience in critical acquisition positions

N = Not applicable

9C Critical Acquisition Position Requirements Waiver Type - General/Flag/Civilian Equivalent - Absence of Acquisition Corps Membership

Y = Not an Acquisition Corps member

N = Not applicable

10 Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official

If data element 3, above, is coded 6 and the individual is a Senior Contracting Official, enter a value in each of data elements 10A and 10B. Otherwise leave each of these data elements blank.

10A Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official - Absence of Contracting Experience

Y = Absence of 4 years contracting experience

N = Not applicable

10B Critical Acquisition Position Requirements Waiver Type - Senior Contracting Official - Absence of Acquisition Corps Membership

Y = Not an Acquisition Corps member

N = Not applicable

11 Critical Acquisition Position Requirements Waiver Type - Other Critical Acquisition Positions - Absence of Acquisition Corps Membership

If data element 3, above, is coded 6 and the individual is in a critical acquisition position not covered in data elements 7 through 10, above, enter "Y" if a waiver has been granted for absence of Acquisition Corps membership. Otherwise leave this data element blank.

12 Waiver Level

Enter one of following codes to indicate the level at which the waiver was granted:

1 = Service Secretariat

2 = DACM

3 = ACPB

4 = Other

13 Exception to Qualification Requirements for Critical Acquisition Positions

Enter one of the following if during the reporting period the individual was granted an exception to Acquisition Corps membership or education, training, and experience requirements for critical acquisition positions. (Otherwise, leave blank.)

1 = Requirements of Sections 1733(a) (Acquisition Corps membership) and 1735(a) (education, training and experience requirements) of Pub. 1 . 101-501 (reference (b)) do not apply to a person serving in a critical acquisition position on October 1, 1992, for purposes of qualifying to continue to serve in such positions.

2 = Requirements of Sections 1733(a) (Acquisition Corps membership) and 1735(a) (education, training, and experience requirements) of reference (b) do not apply to a person serving in a PM position on October 1, 1991, for purposes of qualifying to continue to serve in such positions.

E15. ENCLOSURE 15

FORMAT FOR BONUS FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-9	9N	SSN	SO-CA
2	10-10	1AN	Component	DE-NM
3	11-16	6N	Bonus Effective Date	Standard Pending
4	17-22	6N	Annual Bonus Amount	Standard Pending
5	23-23	1N	Extension Category	Standard Pending
6	24-26	3N	Extension Length	Standard Pending

This file covers military officers only.



E16. ENCLOSURE 16

BONUS FILE CODING DESCRIPTION

<u>DATA ELEMENT NUMBER</u>	<u>DESCRIPTION</u>
1	<u>SSN</u>  Enter nine numeric digits, omitting hyphens for SSN.
2	<u>Component</u>  Enter the Component code of the bonus recipient.  A = Army  N = Navy  M = Marine Corps  F = Air Force
3	<u>Bonus Effective Date</u>  Enter the effective date (YYMMDD) of the bonus.
4	<u>Annual Bonus Amount</u>  Enter the annual amount in whole dollars of bonus payment paid for each year of service agreed to.
5	<u>Extension Category</u>  1 = Currently eligible to retire.  2 = Will be eligible to retire before end of assignment period.
6	<u>Extension Length</u>  Enter the length of extension agreed to in months.

E17. ENCLOSURE 17FORMAT FOR MANDATORY DoD ACQUISITION COURSE COMPLETIONS  
FILE DATA ELEMENTS

<u>DATA ELEMENT NUMBER</u>	<u>RECORD FIELD</u>	<u>NUMBER OF CHARACTERS</u>	<u>DESCRIPTION</u>	<u>DoD STANDARD</u>
1	1-9	9N	SSN	SO-CA
2	10-10	1AN	Component	DE-NM
3	11-18	8AN	Unit Identification Code (UIC)	Service Specific
4	19-22	4N	Civilian Occupational Series	OPM Standard OCC-031
5	23-24	2N	Civilian Pay Grade	OPM Standard GRA-007
6-E	25-31	7AN	Military Occupation; Enlisted	Service Specific
6-O	25-33	9AN	Military Occupation; Officer	Service Specific
7	34-36	3AN	Military Pay Grade	PA-SN
8	37-38	2N	Fiscal Year	YE-NA-AB
9	39-40	2AN	Acquisition Training Source	Standard Pending
10	41-43	3AN	Acquisition Training Course	Standard Pending
11	44-45	2AN	Class Number	Standard Pending
12	46-49	4N	Training Start Date	YE-NH, DUI Standard Pending

13	50-53	4N	Training Completion Date	YE-NH, DUI Standard Pending
14	54-54	1AN	Training Mode	Standard Pending
15	55-55	1A	Course Completion Indicator	Standard Pending
16	56-56	1N	Reason for Course Non-Completion	Standard Pending

E18. ENCLOSURE 18

MANDATORY DoD ACQUISITION COURSE COMPLETIONS FILE CODING  
DESCRIPTION

<u>DATA ELEMENT</u> <u>NUMBER</u>	<u>DESCRIPTION</u>
1	SSN  Enter nine numeric digits, omitting hyphens.
2	<u>Component</u> (Military Service or Defense Agency)  Enter the Component of the individual as shown below:  A = Army  N = Navy  M = Marine Corps  F = Air Force  P = Coast Guard  B = Defense Mapping Agency  C = Strategic Defense Initiative Organization  D = Office of the Secretary of Defense (OSD) and DoD Field Activities  E = Defense Advanced Research Projects Agency  H = Defense Nuclear Agency  J = Organization of the Joint Chiefs of Staff (including Joint Staff and Unified or Specified Commands and Joint Service Schools)

K = Defense Information Systems Agency

Q = Defense Legal Services Agency

R = Defense Contract Audit Agency

S = Defense Logistics Agency

T = Defense Security Assistance Agency

V = Defense Investigative Service

W = Uniformed Services University of the Health Sciences

X = Inspector General, DoD

Y = On-Site Inspection Agency

Z = U.S. Court of Military Appeals

2 = Defense Finance and Accounting Service

3 = Defense Commissary Agency

3 Unit Identification Code (UIC)

Enter as shown below the code indicating the unit to which the position belongs.

Army: Enter the UIC in the first six positions and blanks in the last two positions.

Navy: Enter an "N" in the first position, the UIC in the next five positions, and blanks or CPO ID in the last two positions.

Marine Corps: Enter the RUC in the first five positions and the MCC in the last three positions.

Air Force: Enter the PAS code.

Defense Logistics Agency: Enter a "D" in the first position, zeroes in the next three positions, the two-character activity code in the next two positions, and blanks in the last two positions.

Defense Investigative Service: Enter the first five characters of this Agency's office symbol in the first five positions, the seventh character of DIS's office symbol in the sixth position (or 0 if the seventh character of the office symbol is blank), and blanks in the last two positions.

Other Defense Components: Enter "DD" in the first two positions, four alphanumeric characters in the next four positions, and blanks in the last two positions.

4 Civilian Occupational Series

Enter the appropriate four digit code (0801, 1102, 1515, etc.) for civilians. Leave blank for military.

5 Civilian Pay Grade

For civilians:

00 = not applicable (e.g., SES); otherwise 01-99; leave blank for military.

6-E Military Occupation; Enlisted

For military:

Army - Enter primary MOS, skill level, SQI, and ASI.

Navy - Enter rating in first three positions and NEC in next four positions.

Marine Corps - Enter primary MOS.

Air Force - Enter authorized primary AFSC.

Leave blank for civilians and military officers.

6-O Military Occupation; Officer

For Military:

Army - Enter the Warrant Officer MOS and first three SQIs; the Commissioned Officer branch, functional area, and areas of concentration.

Navy - Enter designator and first AQD.

Marine Corps - Enter primary MOS.

Air Force - Enter authorized primary AFSC.

Leave blank for civilians and military enlisted.

7 Military Pay Grade

For military enter current grade, consisting of personnel class, pay level serial number, in that order.

Leave blank for civilians.

8 Fiscal Year

Enter fiscal year the course began.

9 Acquisition Training Source

Enter the code of the school delivering the training coded in data element 10, below. Otherwise, leave blank.

01 = AFCMD (Air Force Systems Command, Air Force Contract Management Division, Kirtland AFB, NM 87117)

02 = AFIT/LS (Air Force Institute of Technology, School of Systems and Logistics, Wright-Patterson AFB, OH 45433)

03 = AMEC (Army Management Engineering College, Rock Island, IL 61201)

04 = ALMC (Army Logistics Management College, Fort Lee, VA 23801)

05 = CECOM (U.S. Army Communication and Electronics Command, Fort Monmouth, NJ 07703)

06 = DISI (Defense Industrial Security Institute, Richmond, VA 23219)

07 = DLA (DLA Quality Assurance Management Support Office, DLA Civilian Personnel Service Support Office, Marietta, GA 30060)

08 = IRMC (Information Resources Management College, Building 175, Washington Navy Yard, Washington, DC 20374)

09 = DSMC (Defense Systems Management College, Ft. Belvoir, VA 22060)

10 = MTL (Materials Technical Laboratory, Watertown, MA 02174)

11 = OPM (Office of Personnel Management, Management Training Institutes (various locations))

12 = SMPTC (School of Military Packaging Technology Center, Aberdeen Proving Ground, MD 21005)

13 = NWAC (Naval Warfare Assessment Center, Naval Sea Systems Command Product Assurance Training Center, Corona, CA 91720)

14 = 3400 TCHTW (3400 TCHTW/TTGXG, Lowry Technical Training Center, Lowry AFB, CO 80230)

15 = NAMTO (Navy Acquisition Management Training Office, Norfolk, VA 23511)

16 = NFCTC (Naval Facilities Contracts Training Center, Port Hueneme, CA 93043)

17 = AFSC (Air Force Systems Command, Systems Acquisition School, Brooks AFB, TX 78235)

98 = Approved non-college or non-university offeror

99 = Approved college or university offeror

10 Acquisition Training Course

Enter the Personnel Data System code indicated in enclosure E6.

11 Class Number

Enter the specific class session number for the course attended.

12 Training Start Date

Enter the data the course began in YYYY format.

13 Training Completion Date

Enter the date the course ended in YYYY format.

14 Training Mode

Enter the training mode for the training course code entered in data element 10.

A = Alternative fulfillment (credit for experience, education, or alternate training programs (DD Form 2518, "Fulfillment of Mandatory Training Requirement")).

B = Resident (Government provided training is offered at a sponsoring school location in a classroom setting).

C = DoD acceptable substitute (including equivalent college and university course or courses).

D = Equivalency test (examination to demonstrate knowledge of a training subject).



E = Correspondence course (training that is mailed to the student).

F = Contractor course given on-site (training taught by a contractor).

G = Contractor course - resident at sponsoring school.

H = Seminar (through sponsoring school) (training meeting at which relevant information is discussed).

I = Accredited off-campus instruction (AOI). For historical use only; see AOI definition in enclosure E2.

J = Satellite television network (training presented at one location and transmitted by satellite to another location).

K = On-site (Government-provided training at or near the work location).

L = Other training mode

15 Course Completion Indicator

Y = Training completed

N = Training not completed

16 Reason for Course Non-Completion

Enter one of the following codes if data element 15, above, is coded N.

1 = Academic failure

2 = Withdrawal

3 = Incomplete

E19. ENCLOSURE 19

DEPARTMENT OF DEFENSE ACQUISITION CORPS CERTIFICATE OF ADMISSION

DEPARTMENT OF DEFENSE ACQUISITION CORPS - CERTIFICATION OF ADMISSION		REPORT CONTROL SYMBOL DD-FM&P (Q&A) 1841
<p>This certifies that <u>CDR Arthur B. Conley, USN</u>, Social Security Number <u>123-45-6789</u>,  <small>(name)</small>                      was admitted to the <u>U.S. Navy</u> Acquisition Corps on <u>13 September 1991</u>.  <small>(date)</small></p>		
<p><b>THIS INDIVIDUAL MEETS THE FOLLOWING ADMISSION CRITERIA (X as applicable in order from top to bottom)</b></p>		
	1. a. Is employed in a position at the grade of GS/GM-13 or above; OR	
X	b. Is a member of the U.S. armed forces serving in the grade of major/lieutenant commander or higher; OR	
	c. Has been certified by the appropriate career management program board as having experience in industry or government equivalent to a. or b. above; AND	
X	2. a. (1) Has a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; OR	
	(2) Has been certified by the appropriate career management program board as possessing significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience; AND	
X	b. (1) Has 24 semester hours (or the equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR	
	(2) Has 24 semester credit hours (or the equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in b.(1) above; OR	
	c. As of October 1, 1991 had at least 10 years' experience in acquisition positions or comparable positions in other government agencies or the private sector; OR	
	d. On October 1, 1991 did not meet the 10-year experience level in c. above but has passed (an) OPM certified examination(s) demonstrating knowledge comparable to that of an individual who has completed 24 semester credit hours from among the disciplines listed in b.(1) above; AND	
X	3. Has four years' experience in an acquisition position in the Department of Defense or in a comparable position in industry or government; OR	
	4. Has been granted a waiver of selected minimum acquisition corps qualification requirements by the appropriate acquisition career program board's certification that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical ability and decision-making capabilities, job performance, and qualifying experience. A copy of the waiver and its rationale have been submitted to the Director of Acquisition Education, Training and Career Development. The requirement(s) waived is (are):	
	<p>_____</p> <p>_____</p> <p>and do not include 2.a.(2).</p>	
<p><b>5. CERTIFICATION.</b>                      This Certification of Admission qualifies the individual for membership in any DoD Acquisition Corps.</p>		
a. NAME	c. SIGNATURE	d. DATE SIGNED
David E. Fairley	David E. Fairley	10/05/91
b. TITLE		
DACM/Designee		

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E20. ENCLOSURE 20

DEPARTMENT OF DEFENSE ACQUISITION CORPS - WAIVER REQUEST

<b>DEPARTMENT OF DEFENSE ACQUISITION CORPS - WAIVER REQUEST</b>		REPORT CONTROL SYMBOL DD-FM&P(Q&A) 1841	
COMPONENT/ORGANIZATION Defense Logistics Agency			
1. TO (Director, Acquisition Career Management (DACM)) <i>S</i> DLA DACM		2. VIA (Acquisition Career Program Board (ACPB)) DLA ACPB	
3. COPY TO (USD(A)AET&CD) <i>A</i>		4. FROM (Organization and Address) Defense Contract Management Command Cameron Station Alexandria, VA 22304-6190	
5. NAME (Last, First, Middle Initial) Kirby, Michael <i>KS</i>		6. GRADE/RANK GM-14	7. SSN 123-45-6789
8. ACQUISITION CAREER FIELD Contracting	9. OCCUPATIONAL SERIES/SPECIALTY 1102	10. CURRENT JOB TITLE Contracting Officer	
11. WAIVER REQUESTED (X as applicable)			
a. ABSENCE OF EDUCATION (X one)			
<input type="checkbox"/>	Baccalaureate Degree (ACPB Certification Required)		<input checked="" type="checkbox"/> 24 Semester Credit Hours in Specified Disciplines OR 24 Semester Credit Hours in Career Field and 12 Semester Credit Hours in Specified Disciplines
b. ABSENCE OF EXPERIENCE (Less than 4 years' experience in an acquisition position)			
c. ABSENCE OF MINIMUM GRADE			
12. REQUEST BASED ON (X as applicable)			
<input type="checkbox"/>	DEMONSTRATED ANALYTICAL AND DECISION-MAKING CAPABILITIES	<input checked="" type="checkbox"/> JOB PERFORMANCE	<input type="checkbox"/> QUALIFYING EXPERIENCE
<input checked="" type="checkbox"/> ALL OF THE ABOVE			
13. DESCRIPTIVE NARRATIVE RATIONALE Mr. Kirby's formal education is in anthropology but his demonstrated performance in the Army Quartermaster Corps for six years, his demonstrated analytical capabilities and four years experience gained on the OPNAV and NAVAIR staffs, more than compensate for the lack of semester hours in Finance and Accounting. <i>P</i> <i>L</i>			
14. REQUESTING OFFICIAL			
a. TYPED NAME Richard B. Ashburn		b. GRADE SES-3	c. ORGANIZATION DCMC
d. SIGNATURE <i>Richard B. Ashburn</i>		e. DATE <i>14 Sep 91</i>	
15. ENDORSING OFFICIAL			
a. TYPED NAME Constance E. Mack		b. GRADE SES-4	c. ORGANIZATION DCMC
d. SIGNATURE <i>Constance E. Mack</i>		e. DATE <i>5 Sep 91</i>	
16. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)			
<input checked="" type="checkbox"/>	GRANTED	<input type="checkbox"/>	DISAPPROVED
a. ACPB NAME DLA ACPB		b. DATE 16 SEPT 91	

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E21. ENCLOSURE 21

ACQUISITION POSITION RESTRICTED TO MEMBER OF THE ARMED FORCES

ACQUISITION POSITION RESTRICTED TO MEMBER OF THE ARMED FORCES		REPORT CONTROL SYMBOL DD-FM&P(Q&A) 1841
1. REPORTING DOD COMPONENT U.S. Army		2. DATE 10 September 1991
3. COMMAND		
a. TITLE Program Executive Officer Intelligence & Elec. Warfare	b. LOCATION Vint Hill Farms Warrenton, VA	c. UIC W27POI
4. POSITION TITLE Commander		
5. POSITION NUMBER 6254XX		
6. MILITARY GRADE 0-8		
7. AOC/AFSC/NOBC/OCC SERIES AOC 25B		
8. STATUS (X one) <input checked="" type="checkbox"/> FILLED <input type="checkbox"/> VACANT		9. POSITION'S MILITARY ESSENTIALITY REASON CODE
10. DETERMINATION REASON (X one) <input checked="" type="checkbox"/> REQUIRED BY LAW <input type="checkbox"/> ESSENTIAL FOR PERFORMANCE <input type="checkbox"/> OTHER COMPELLING REASONS		
11. DISCUSSION The Commander of this organization is required to exercise non-judicial and general court martial jurisdiction over the military personnel assigned.  P  L  E		
12. APPROVED BY Stephen K. Conver, ASA(RD&A)      "Signature"		13. DATE 20 September 1991
14. USD(A) RECOMMENDATION Concur: "(USD(A) Signature)"		15. DATE 5 October 1991

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E22. ENCLOSURE 22

DEPARTMENT OF DEFENSE CONTRACTING OFFICER - WAIVER REQUEST

<b>DEPARTMENT OF DEFENSE CONTRACTING OFFICER - WAIVER REQUEST</b> <i>(Includes Warranted Contracting Officers and 1102 Series)</i>			<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841		
<b>COMPONENT / ORGANIZATION</b> U.S. Army					
<b>1. TO (Director, Acquisition Career Management (DACM))</b> Army DACM		<b>2. VIA (Acquisition Career Program Board (ACPB))</b> Army ACPB			
<b>3. COPY TO (USD(A) AET&amp;CD)</b> A		<b>4. FROM (Organization and Address)</b> Aviation PEO St. Louis, MO			
<b>POSITION DATA</b>					
<b>5. POSITION NUMBER</b> XXXXXXX	<b>6. POSITION TITLE</b> Contracting Officer	<b>7. GRADE/RANK</b> GM-14/O-5	<b>8. OCCUPATIONAL SERIES/SPECIALTY</b> 1102/97A		
<b>IDENTIFICATION AND PERSONAL DATA</b>					
<b>9. NAME (Last, First, Middle Initial)</b> Davey, Jill C.		<b>10. GRADE/RANK</b> GM-14	<b>11. SSN</b> 123-45-6789		
<b>12. ACQUISITION CAREER FIELD</b> Contracting		<b>13. OCCUPATIONAL SERIES/SPECIALTY</b> 1102			
<b>14. WAIVER REQUESTED (X as applicable)</b>					
<input type="checkbox"/> a. ABSENCE OF EDUCATION: Baccalaureate Degree OR 24 Semester Credit Hours OR Completion of Examination(s)					
<input type="checkbox"/> b. ABSENCE OF EXPERIENCE (Less than 2 years' contracting experience; applies only to Warranted Contracting Officers)					
<input checked="" type="checkbox"/> c. ABSENCE OF MANDATORY CONTRACTING TRAINING (Applies only to Warranted Contracting Officers)					
<b>15. REQUEST BASED ON DEMONSTRATED JOB PERFORMANCE AND QUALIFYING EXPERIENCE (Descriptive narrative)</b>					
Ms. Davey's only Level III training shortfall is Contract Law. She is scheduled to take this course at AFIT, WPAFB, Dayton OH next month.					
<b>P</b>					
<b>J</b>					
<b>16. REQUESTING OFFICIAL</b>					
a. TYPED NAME Richard James		b. GRADE GM-15	c. ORGANIZATION Aviation PEO - Director of Contracts		
d. SIGNATURE <i>Richard James</i>			e. DATE 10-1-91		
<b>17. ENDORSING OFFICIAL (Head of Contracting Activity)</b>					
a. TYPED NAME Mark Matthew		b. GRADE O-8	c. ORGANIZATION Aviation PEO		
d. SIGNATURE <i>Mark Matthew</i>			e. DATE 10-5-91		
<b>18. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)</b>					
<input checked="" type="checkbox"/>	GRANTED	<input type="checkbox"/>	DISAPPROVED	a. ACPB NAME COL Ralph Mason <i>Ralph Mason</i>	b. DATE 10-7-91

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E23. ENCLOSURE 23

DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD IN CRITICAL ACQUISITION POSITIONS

<b>DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD IN CRITICAL ACQUISITION POSITIONS</b>		<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841	
<b>COMPONENT/ORGANIZATION</b> U.S. Air Force			
1. TO (Service Acquisition Executive / DACM) S U.S. Air Force SAE		2. VIA (Acquisition Career Program Board (ACPB))	
3. COPY TO (USD(A) AET&CD) A		4. FROM (Organization and Address) Air Force Systems Command Wright Patterson AFB, OH	
<b>POSITION DATA</b>			
5. POSITION NUMBER 2345678	6. POSITION TITLE Business Financial Manager		7. ORGANIZATION
8. UIC LW3VTR72	9. GRADE/RANK O-5	10. OCCUPATIONAL SERIES/SPECIALTY 0056	11. ACQUISITION POSITION CATEGORY Business Financial Manager
<b>INCUMBENT IDENTIFICATION AND PERSONAL DATA</b>			
12. NAME (Last, First, Middle Initial) Yonder, William B.		13. GRADE/RANK O-5	14. SSN 123-45-6789
15. ACQUISITION CAREER FIELD Financial Management	16. OCCUPATIONAL SERIES/SPECIALTY 0056	17. DATE ASSIGNED TO POSITION (YYMM) 8811	18. PROPOSED REASSIGNMENT DATE (YYMM) 9203
19. WAIVER REASON (X one)			
<input type="checkbox"/> PROMOTION	<input checked="" type="checkbox"/> REASSIGNMENT IN GOVERNMENT'S INTEREST		<input type="checkbox"/> HUMANITARIAN REASSIGNMENT / DISCHARGE
20. NARRATIVE LtCol Yonder has been reassigned for medical reasons and is being reviewed for a final medical/disability discharge.  P  L			
21. REQUESTING OFFICIAL			
a. TYPED NAME Gen Thomas P. Stars		b. SERVICE / AGENCY TITLE Program Manager	
c. SIGNATURE Thomas P. Stars		d. DATE 10-05-91	
22. SERVICE ACQUISITION EXECUTIVE / DACM ACTION (X one)			
<input checked="" type="checkbox"/> GRANTED	<input type="checkbox"/> DISAPPROVED	a. SIGNATURE J.J. Welch "Signature"	b. DATE 10-08-91

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E24. ENCLOSURE 24

DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD FOR PROGRAM MANAGERS/DEPUTY PROGRAM MANAGERS

<b>DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD FOR PROGRAM MANAGERS / DEPUTY PROGRAM MANAGERS</b>		<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841
<b>COMPONENT/ORGANIZATION</b> U.S. Navy/Naval Air Systems Command		
1. TO (Service Acquisition Executive / DACM) ASN(RD&A)	2. COPY TO (USD(A) AET&CD)	3. FROM (Organization and Address) PEO(T) Naval Air Systems Command Washington, DC 20361-0000
<b>POSITION DATA</b>		
4. NAME OF ACQUISITION PROGRAM F-23	5. MILESTONE STATUS/NEXT MILESTONE DATE (YYMM) MSII/9207	6. ORGANIZATION PMA-293
7. UIC 68346	8. POSITION NUMBER A6F51	9. OCCUPATIONAL SERIES/SPECIALTY 0861
<b>IDENTIFICATION AND PERSONAL DATA</b>		
10. NAME (Last, First, Middle Initial) Johnson, Jerry R.	11. GRADE/RANK GM-15	12. SSN 123-45-6789
13. POSITION (X one) <input type="checkbox"/> PROGRAM MANAGER <input checked="" type="checkbox"/> DEPUTY PROGRAM MANAGER		14. REPLACEMENT STATUS (X one) <input checked="" type="checkbox"/> ASSIGNED <input type="checkbox"/> NOT ASSIGNED
15. OCCUPATIONAL SERIES/SPECIALTY 0861	16. DATE ASSIGNED TO POSITION (YYMM) 8811	17. PROPOSED REASSIGNMENT DATE (YYMM) 9203
18. WAIVER REASON (X one) <input checked="" type="checkbox"/> PROMOTION <input type="checkbox"/> REASSIGNMENT IN GOVERNMENT'S INTEREST <input type="checkbox"/> HUMANITARIAN REASSIGNMENT / DISCHARGE		
19. NARRATIVE Mr. Johnson has been promoted competitively into the Senior Executive Service and is being transferred to OUSD(A).  <div style="text-align: center; font-size: 48px; font-family: serif;">P  L</div>		
<b>20. REQUESTING OFFICIAL</b>		
a. TYPED NAME John A. Burns	b. GRADE O-8	c. ORGANIZATION PEO(T)
d. SIGNATURE <i>John A. Burns</i>		e. DATE 10-5-91
<b>21. SERVICE ACQUISITION EXECUTIVE / DACM APPROVAL</b>		
a. TYPED NAME Michael J. Byrd	b. TITLE DACM	
e. SIGNATURE <i>Michael J. Byrd</i>		d. DATE 10-7-91

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E25. ENCLOSURE 25

DEPARTMENT OF DEFENSE PROGRAM MANAGER/DEPUTY PROGRAM MANAGER - WAIVER REQUEST

<b>DEPARTMENT OF DEFENSE PROGRAM MANAGER / DEPUTY PROGRAM MANAGER - WAIVER REQUEST</b>		<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841
COMPONENT / ORGANIZATION U.S. Army		
1. TO (Component Acquisition Executive (CAE)) ASA (RD&A)	2. VIA (Director, Acquisition Career Management (DACM)) N/A	
3. COPY TO (USD(A) AET&CD)	4. FROM (Organization and Address) Aviation PEO St. Louis, MO	
<b>IDENTIFICATION AND PERSONAL DATA</b>		
5. NAME (Last, First, Middle/Initial) Mahew, Mark A.	6. GRADE/RANK O-6	7. SSN 123-45-6789
8. ACQUISITION CAREER FIELD Program Management	9. OCCUPATIONAL SERIES/SPECIALTY 15C35	10. CURRENT POSITION TITLE Program Manager
11. POSITION NUMBER XXXXXXX	12. ACQUISITION PROGRAM Apache Helicopter	13. PROGRAM CATEGORY (X one) <input checked="" type="checkbox"/> MAJOR DEFENSE ACQUISITION PROGRAM (ACAT I) <input type="checkbox"/> SIGNIFICANT NON-MAJOR DEFENSE ACQUISITION PROGRAM
14. MILESTONE STATUS/DATE (YYMM) MSIII/9111	15. APPOINTMENT TO (X one) <input checked="" type="checkbox"/> PROGRAM MANAGER <input type="checkbox"/> DEPUTY PROGRAM MANAGER	
<b>WAIVER REQUEST</b>		
16. FOR MAJOR DEFENSE ACQUISITION PROGRAM (ACAT I) (X one or more) <input checked="" type="checkbox"/> NON PROGRAM MANAGEMENT COURSE GRADUATE <input type="checkbox"/> ABSENCE OF TWO YEARS' EXPERIENCE IN A SYSTEMS PROGRAM OFFICE OR EQUIVALENT <input type="checkbox"/> ABSENCE OF EIGHT YEARS' ACQUISITION EXPERIENCE		
17. FOR SIGNIFICANT NON-MAJOR DEFENSE ACQUISITION PROGRAM (X one or more) <input type="checkbox"/> NON PROGRAM MANAGEMENT COURSE GRADUATE <input type="checkbox"/> ABSENCE OF SIX YEARS' ACQUISITION EXPERIENCE		18. ABSENCE OF ACQUISITION CORPS MEMBERSHIP (X if applicable) <input type="checkbox"/>
19. REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBIVATE THE NEED FOR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)  Colonel Mahew has attained all PM qualifications with the exception of the Program Management Course. He is scheduled to attend the course within six months of assuming this position.		
20. REQUESTING OFFICIAL		
a. TYPED NAME Joseph Rotor	b. GRADE MGEN	c. ORGANIZATION Aviation PEO
d. SIGNATURE <i>Joseph Rotor</i>	e. DATE 10-5-91	
21. APPROVING OFFICIAL (Acquisition Executive / DACM)		
a. TYPED NAME Mark Matthew	b. SIGNATURE <i>Mark Matthew</i>	c. DATE 10/5/91

DD Form 2595, SEP 91



E26. ENCLOSURE 26

DEPARTMENT OF DEFENSE PROGRAM EXECUTIVE OFFICER - WAIVER REQUEST

<b>DEPARTMENT OF DEFENSE PROGRAM EXECUTIVE OFFICER - WAIVER REQUEST</b>			<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841	
<b>COMPONENT / ORGANIZATION</b> U.S. Navy				
<b>1. TO (Component Acquisition Executive (CAE))</b> S ASN(RD&A)		<b>2. VIA (Director, Acquisition Career Management (DACM))</b> N/A		
<b>3. COPY TO (USD(A) AET&amp;CD)</b> A		<b>4. FROM (Organization and Address)</b> Navy DACM		
<b>POSITION DATA</b>				
<b>5. POSITION NUMBER</b> 30000	<b>6. POSITION TITLE</b> PEO(CU)	<b>7. GRADE/RANK</b> SES/O-8	<b>8. OCCUPATIONAL SERIES / SPECIALTY</b> 0340/NOBC: 2161	
<b>IDENTIFICATION AND PERSONAL DATA</b>				
<b>9. NAME (Last, First, Middle Initial)</b> Perry, Thomas L.		<b>10. GRADE/RANK</b> O-8	<b>11. SSN</b> 123-45-6789	
<b>12. ACQUISITION CAREER FIELD</b> Program Management		<b>13. OCCUPATIONAL SERIES / SPECIALTY</b> 2161		
<b>14. WAIVER REQUEST (X one)</b>				
<input type="checkbox"/> ABSENCE OF PROGRAM MANAGEMENT COURSE		<input checked="" type="checkbox"/> ABSENCE OF TEN YEARS' ACQUISITION EXPERIENCE		<input type="checkbox"/> NON-ACQUISITION CORPS MEMBER
<input type="checkbox"/> ABSENCE OF PROGRAM MANAGER / DEPUTY PROGRAM MANAGER EXPERIENCE		<input type="checkbox"/> ABSENCE OF FOUR YEARS' EXPERIENCE IN CRITICAL ACQUISITION POSITIONS		
<b>15. REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBIVATE THE NEED FOR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)</b>  Admiral Perry has 9 1/2 years direct acquisition experience at both Naval Air Systems Command and the staff of the Chief of Naval Operations. This experience was gained between multiple major command tours in Operational Forces and while earning a Ph.D. in Business Administration from Harvard. He is eminently qualified for this assignment.				
<b>16. REQUESTING OFFICIAL</b>				
<b>a. TYPED NAME</b> Joseph J. ODonnell		<b>b. GRADE</b> VADM	<b>c. ORGANIZATION</b> OASN(RD&A)	
<b>d. SIGNATURE</b> <i>Joseph J. ODonnell</i>			<b>e. DATE</b> 10-05-91	
<b>17. COMPONENT APPROVING OFFICIAL</b>				
<b>a. TYPED NAME</b> Frederick D. Farmer		<b>b. TITLE</b> ASN(RD&A)		
<b>c. SIGNATURE</b> <i>Frederick D. Farmer</i>			<b>d. DATE</b> 10-3-91	

DD Form 2597, SEP 91

E27. ENCLOSURE 27

DEPARTMENT OF DEFENSE GENERAL/FLAG OFFICER/CIVILIAN  
EQUIVALENT - CRITICAL ACQUISITION POSITION ASSIGNMENT - WAIVER  
REQUEST

DEPARTMENT OF DEFENSE GENERAL / FLAG OFFICER / CIVILIAN EQUIVALENT - CRITICAL ACQUISITION POSITION ASSIGNMENT - WAIVER REQUEST			REPORT CONTROL SYMBOL
COMPONENT / ORGANIZATION DOD/USD(A) Naval Warfare and Mobility			DD-FM&P (Q&A) 1841
1. TO (Component Acquisition Executive (CAE)) OUSD(A)		2. VIA (Director, Acquisition Career Management (DACM))	
3. COPY TO (USD(A) AET&CD) A		4. FROM (Organization and Address) OUSD(A) Naval Warfare and Mobility Pentagon Washington, DC 20330-0000	
POSITION DATA			
5. POSITION NUMBER A7G54	6. POSITION TITLE Senior Staff Specialist	7. GRADE/RANK SES-2	8. OCCUPATIONAL SERIES/SPECIALTY 1102
IDENTIFICATION AND PERSONAL DATA			
9. NAME (Last, First, Middle Initial) Arrend, Steven D.		10. GRADE/RANK SES-2	11. SSN 123-45-6789
12. ACQUISITION CAREER FIELD Contracting		13. OCCUPATIONAL SERIES/SPECIALTY 1102	
14. WAIVER REQUEST (X one)			
<input checked="" type="checkbox"/> ABSENCE OF TEN YEARS' ACQUISITION EXPERIENCE		<input type="checkbox"/> ABSENCE OF FOUR YEARS' EXPERIENCE IN CRITICAL ACQUISITION POSITION(S)	
<input type="checkbox"/> NON-ACQUISITION CORPS MEMBER			
15. REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBIVATE THE NEED FOR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)			
<p>Dr. Arrend has a Ph.D. in Business Administration, a Law degree with specialty in Contract Law, and 6 years experience in acquisition on the staff of the Secretary of the Army.</p> <p style="text-align: center;">M P L</p>			
16. REQUESTING OFFICIAL			
a. TYPED NAME James A. Jones	b. GRADE SES-4	c. ORGANIZATION OUSD(A) NW&M	
d. SIGNATURE <i>James A. Jones</i>			e. DATE 10-5-91
17. COMPONENT APPROVING OFFICIAL			
a. TYPED NAME Donald J. Yockey		b. TITLE USD(A)	
c. SIGNATURE USD(A) "Signature"			d. DATE 10/08/91

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E28. ENCLOSURE 28

DEPARTMENT OF DEFENSE SENIOR CONTRACTING OFFICIAL - WAIVER REQUEST

<b>DEPARTMENT OF DEFENSE SENIOR CONTRACTING OFFICIAL - WAIVER REQUEST</b>		<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841	
<b>COMPONENT/ORGANIZATION</b> Defense Logistics Agency			
1. TO (Component Acquisition Executive (CAE)) DLA (CAE)		2. VIA (Director, Acquisition Career Management (DACM)) DCMC Cameron Station Alexandria, VA 22304-6190	
3. COPY TO (USD(A) AET&CD)		4. FROM (Organization and Address) DCMD Northeast Region Boston, MA	
<b>POSITION DATA</b>			
5. POSITION NUMBER A6P21	6. POSITION TITLE Contract Management Exec.	7. GRADE/RANK GM-15	8. OCCUPATIONAL SERIES/SPECIALTY 1102
<b>IDENTIFICATION AND PERSONAL DATA</b>			
9. NAME (Last, First, Middle Initial) Boyle, Mercury T.		10. GRADE/RANK GM-15	11. SSN 123-45-6789
12. ACQUISITION CAREER FIELD Contracting		13. OCCUPATIONAL SERIES/SPECIALTY 1102	
14. WAIVER REQUEST (X one)			
<input type="checkbox"/> ABSENCE OF FOUR YEARS' CONTRACTING EXPERIENCE		<input checked="" type="checkbox"/> NON-ACQUISITION CORPS MEMBER	
15. REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBLVIATE THE NEED FOR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)			
<p>Mr. Boyle was promoted into this position. He is transferring from another acquisition position but has not as yet been appointed to the DoD Acquisition Corps. His nomination has been forwarded and appointment into the Acquisition Corps is expected within 6 months.</p> <p style="text-align: center; font-size: 2em;">P</p> <p style="text-align: center; font-size: 4em;">L</p>			
16. REQUESTING OFFICIAL			
a. TYPED NAME James A. Cash	b. GRADE O-6	c. ORGANIZATION DCMD Northeast Region	
d. SIGNATURE <i>James A. Cash</i>		e. DATE 10/5/91	
17. COMPONENT APPROVING OFFICIAL			
a. TYPED NAME George A. Ryan		b. TITLE Director, DLA	
c. SIGNATURE <i>George A. Ryan</i>		d. DATE 10/8/91	

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E29. ENCLOSURE 29

DEPARTMENT OF DEFENSE CRITICAL ACQUISITION POSITION - ROTATION REVIEW SUMMARY

<b>DEPARTMENT OF DEFENSE CRITICAL ACQUISITION POSITION - ROTATION REVIEW SUMMARY</b>			REPORT CONTROL SYMBOL DD-FM&P (Q&A) 1841
COMPONENT/ORGANIZATION U.S. Navy/PEO (T)			
1. TO (Acquisition Career Program Board (ACPB)) U.S. Navy ACPB	2. VIA (Reviewing Official)	3. FROM (Organization and Address) PEO(T) Washington, DC 20361-0000	
<b>POSITION DATA</b>			
4. POSITION NUMBER 23000	5. JOB TITLE F-23 Deputy Program Manager	6. GRADE/RANK GM-15	
7. ORGANIZATION/LOCATION PEO(T) Washington, DC		8. MILITARY RESERVED POSITION (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<b>INCUMBENT IDENTIFICATION AND PERSONAL DATA</b>			
9. NAME (Last, First, Middle Initial) Dillion, Marshall T.		10. GRADE/RANK GM-15	11. SSN 123-45-6789
12. ACQUISITION CAREER FIELD Program Management	13. DATE OF ASSIGNMENT TO CURRENT POSITION (YYMM) 8611	14. DATE OF REVIEW (YYMM) 9110	
15. DISPOSITION. A review has been conducted to determine whether it is in the best interest of the Government and the incumbent to reassign the individual from the acquisition position under review. After reviewing all relevant factors, it has been determined that: (X one)			
<input checked="" type="checkbox"/> THE INCUMBENT SHOULD REMAIN IN THE PRESENT POSITION			
<input type="checkbox"/> THE INCUMBENT SHOULD BE REASSIGNED TO ANOTHER POSITION (Complete Item 17)			
16. DATE OF NEXT REVIEW (YYMM) 9210	17. PLANNED NEW POSITION a. JOB TITLE b. GRADE/RANK c. ORGANIZATION		
18. REQUESTING OFFICIAL a. TYPED NAME John A. Burns			
b. GRADE/RANK RADM		c. ORGANIZATION PEO(T)	
d. SIGNATURE <i>John A. Burns</i>			e. DATE 10-7-91
19. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)			
<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	a. NAME Lee Miller, Chairman U.S. Navy ACPB	b. DATE 10/10/91

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E30. ENCLOSURE 30

OFFICER PROMOTION RATE COMPARISONS

OFFICER PROMOTION RATE COMPARISONS						REPORT CONTROL SYMBOL DD-FM&P (Q&A) 1841
1. SERVICE <b>S</b> U.S. Navy				2. REPORTING PERIOD		
				a. FROM 1 OCT 1991	b. TO 30 SEP 1992	
3. PROMOTIONS						
a. TO GRADE	b. CATEGORIES	c. TOTAL SCREENED IN ZONE	d. TOTAL NUMBER PROMOTED IN ZONE	e. % PROMOTION/SELECTION RATES		f. REMARKS
				(i) In Zone	(ii) Below Zone	
(1) O-8	(a) Acquisition Corps	6	2	33	N/A	
	(b) Non-Acquisition Equivalent/Line Officers*	15	5	33	N/A	
	(c) TOTAL: Acquisition and Non-Acquisition Equivalent/Line Officers	21	7	33	N/A	
(2) O-7	(a) Acquisition Corps	10	3	30	N/A	
	(b) Non-Acquisition Equivalent/Line Officers*	40	12	30	N/A	
	(c) TOTAL: Acquisition and Non-Acquisition Equivalent/Line Officers	50	15	30	N/A	
(3) O-6	(a) Acquisition Corps	30	15	50	.5	
	(b) Non-Acquisition Equivalent/Line Officers*	180*	90	50	.5	
	(c) TOTAL: Acquisition and Non-Acquisition Equivalent/Line Officers	210	105	50	.5	
(4) O-5	(a) Acquisition Corps	80	56	70	.5	
	(b) Non-Acquisition Equivalent/Line Officers*	320	220	69	.5	
	(c) TOTAL: Acquisition and Non-Acquisition Equivalent/Line Officers	400	276	70	.5	

**NOTES:**  
 SOURCE: Service Selection Board results.  
 \* NAVY = Unrestricted Line, Restricted Line, Supply Corps and Civil Engineering Corps.  
 ARMY = ARMY PERSCOM Officer Personnel Management Directorate (OPMD) - Managed Officers.  
 USAF = All officers with the exception of the following professional specialties: Medical Services Corps, Nurse Corps, Medical Corps, Dental Corps, Biomedical Sciences Corps, Chaplain Corps, and Judge Advocate General (JAG) Corps.  
 USMC = Unrestricted Line.

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