

# Welcome to the Acquisition Workforce

An Introductory  
Guide to the  
Department  
of the  
Navy  
Acquisition  
Workforce  
Program



Director, Acquisition Career Management  
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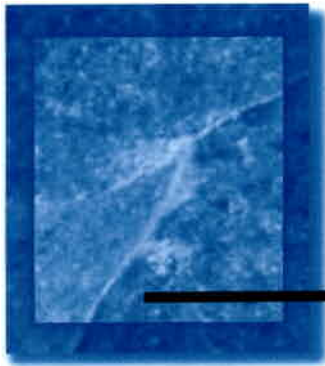


Welcome to the Acquisition Workforce was written to introduce Department of the Navy (DON) personnel to the Acquisition Workforce Program (AWP). The 1990 Defense Acquisition Workforce Improvement Act (DAWIA), Department of Defense policy and DON implementing regulations significantly affect each DON acquisition workforce member. Understanding the impact of DAWIA and the DON AWP is vital to building a successful career in acquisition.

Welcome to the Acquisition Workforce is meant to answer the most commonly asked questions about the DON AWP: questions concerning certification, the Acquisition Professional Community, Critical Acquisition Positions, non-Critical Acquisition Positions, training, etc. Widest dissemination of this guide is encouraged. However, readers are reminded that this booklet is for quick reference purposes only and is not intended to replace the law or DOD and DON regulations. It should be provided to every member of the DON acquisition workforce and others interested in the many opportunities that a career in acquisition can offer.

I trust that you will find this information helpful in planning your career.

  
W. K. HALENSTEIN  
Director, Acquisition  
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**D**EFENSE

**A**CQUISITION

**W**ORKFORCE

**I**MPROVEMENT

**A**CT



# DAWIA

## DEFENSE ACQUISITION WORKFORCE IMPROVEMENT ACT

### *What is DAWIA?*

"DAWIA" is an acronym for the 1990 Defense Acquisition Workforce Improvement Act (Title 10 U.S.C. 1701-1764). DAWIA's purpose is to improve the effectiveness of the military and civilian acquisition workforce through enhanced education, training and career development and thereby improve the acquisition process. DAWIA requires the DOD to establish formal career paths for those people who want to pursue careers in acquisition. DOD has accomplished this by dividing acquisition positions into position categories and establishing a formal certification process. If you hold a designated acquisition position, DOD's certification standards apply to you. There may also be DAWIA legal qualification requirements that apply to you.

### *What are the position categories in the Acquisition Workforce?*

The acquisition position categories are Program Management; Communications-Computer Systems; Contracting (including Construction); Purchasing; Industrial Property Management; Systems Planning, Research, Development and Engineering; Test and Evaluation; Manufacturing and Production; Quality Assurance; Acquisition Logistics; Business, Cost Estimating, and Fi-

nancial Management; Program Management Oversight; and Education, Training and Career Development.

Each acquisition position falls into one of three levels for purposes of establishing certification standards. The level is determined by the grade of the position. Except for the Purchasing career field, these three levels are: Level I (GS-5/8 and military 0-1/3); Level II (GS-9/12 and military 0-4); and Level III (GS-13 and above and military 0-5 and senior). The certification levels for the Purchasing career field are: Level I (GS-5 and E-4/5); Level II (GS-6/8 and E-6/8); and Level III (GS-9 and E-9).



### *Who is the "DACM"?*

The Director of Acquisition Career Management (DACM) is responsible to the Assistant Secretary of the Navy (Research, Development and Acquisition) for the development, implementation and oversight of the DON Acquisition Workforce Program (AWP). The DACM is also responsible for administering centralized funding for training and education required by acquisition workforce members.

## ***What are Functional Boards?***

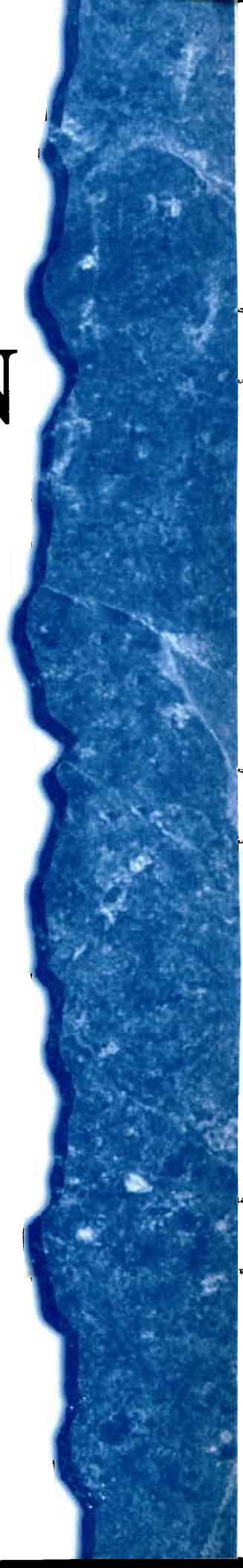
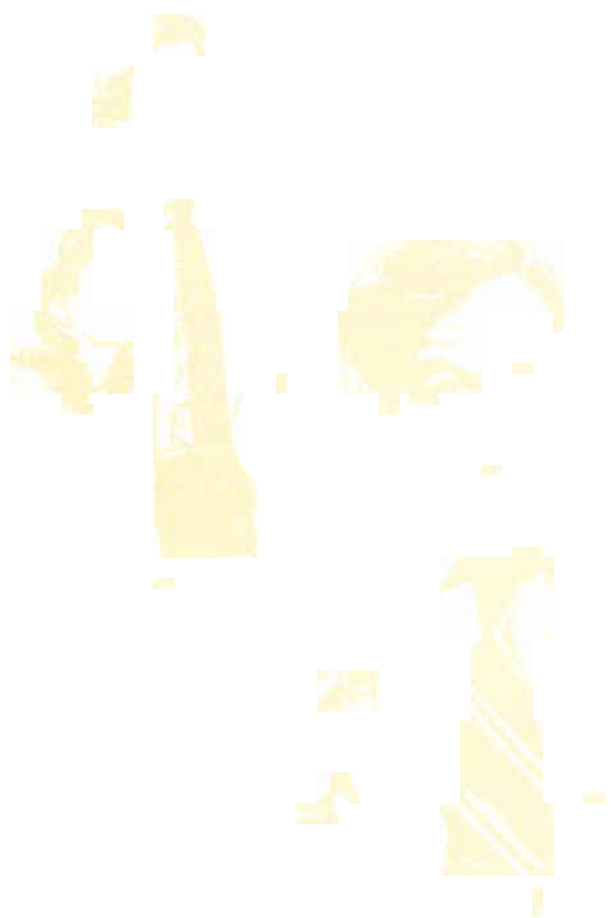
Functional Boards, composed of experts in the acquisition functional areas, assist in the identification and resolution of common community issues and recommend education, training and experience requirements, i.e., certification standards, for each acquisition career field.

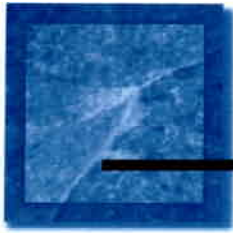
## ***Who actually manages the Acquisition Workforce?***

The AWP is a responsibility of the line management chain of command. The DON has delegated the maximum authority allowed by law and DOD regulation to heads of major commands, e.g., Naval Air Systems Command, Naval Sea Systems Command, etc., employing acquisition workforce members. Most of these responsibilities can be redelegated. You will have to check your local instructions to find out what acquisition workforce authorities have been delegated to officials in your organization.



# ACQUISITION POSITIONS





## ACQUISITION POSITIONS

### *What are acquisition positions?*

Acquisition positions are designated civilian positions and active and reserve military billets which have acquisition duties and fall into established acquisition position categories. There are two subsets of acquisition positions: Critical Acquisition Positions and non-Critical Acquisition Positions.

Some types of positions are excluded from the acquisition workforce. Executive Level, temporary, wage grade, foreign national, and non-appropriated funds positions are not included in the acquisition workforce.

### *What are Critical Acquisition Positions?*

A Critical Acquisition Position (CAP) is a civilian acquisition position at the GS-14 grade or above or a military acquisition billet that must be filled by an officer at the O-5 level or above.

CAPs must be filled by members of the Acquisition Professional Community (APC). There is a separate APC section in this booklet. There are about 4,300 civilian and 1,000 military CAPs in DON.

### *What are non-CAPs?*

A non-CAP is a civilian acquisition position graded at GS-13 or lower, or a military acquisition billet that does not require an O-5 or above incumbent.

There are approximately 24,400 civilian and 2,600 military non-CAPs in DON.

### *Are there any enlisted acquisition positions?*

Yes. There are some enlisted positions in the Contracting and Purchasing career fields and a few in the Manufacturing, Production and Quality Assurance career field. It is likely that more will be added to the acquisition workforce as they are identified.



### *How are acquisition positions identified?*

Each DON organization examines its positions against DOD and DON criteria to determine if the position belongs in the acquisition workforce. If the position falls within the criteria, it is designated as an acquisition workforce position.

### *How do I know if my position is in the Acquisition Workforce?*

Management is responsible for telling you if you hold an acquisition position.

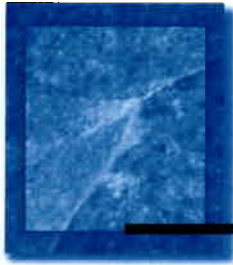


If you are a civilian employee, your position description must be annotated to show that it is an acquisition position. Additionally, your position is identified as an acquisition position in the Defense Civilian Personnel Data System. Navy military officer acquisition positions are identified in the Total Force Manpower Management System. Navy enlisted positions are identified in the Office of the DACM Management Information System. Marine Corps military acquisition positions are identified in the Acquisition Workforce System of Management.



**CERTIFICATION  
IN THE  
ACQUISITION  
WORKFORCE**





## **CERTIFICATION IN THE ACQUISITION WORKFORCE**

### ***What is certification?***

Certification is the process by which an authorized official determines that a workforce member has met the mandatory education, training and experience requirements for a certification level in an acquisition career field. All acquisition workforce members should, at a minimum, meet the certification requirements of their position.

### ***What is an acquisition career field?***

An acquisition career field consists of one or more occupations that require similar knowledge and skills. There are 10 acquisition career fields within the DON. The acquisition position category determines the acquisition workforce member's primary career field except for two acquisition position categories, Program Management Oversight and Education, Training and Career Development. Individuals assigned to positions in these two career fields must select one of the DON acquisition career fields based on their job requirements and background. The 10 DON career fields are:

1. *Program Management;*
2. *Communications-Computer Systems;*
3. *Contracting (to include contracting for construction);*
4. *Purchasing;*

5. *Industrial Property Management;*
6. *Business, Cost Estimating and Financial Management;*
7. *Manufacturing, Production and Quality Assurance;*
8. *Acquisition Logistics;*
9. *Systems Planning, Research, Development and Engineering; and*
10. *Test and Evaluation*

### ***What are career levels?***

Each acquisition career field is divided into three levels for purposes of establishing certification standards. All acquisition positions have been assigned to one of these three levels. The level is determined by the grade of the position.

### ***How do I find out what my career field certification requirements are?***

Certification requirements are published annually by DOD. The DACM also publishes them annually. Your training representative will have an up-to-date copy.

### ***How do I become certified?***

The complete procedure is contained in a Secretary of the Navy instruction; but, put simply, you apply for certification when you meet the certification requirements. Your supervisor reviews the application for accuracy, endorses it, and sends the application to an official authorized to approve certification.

If you meet the certification requirements, the certification application is approved, and you will be given a copy of the approval.

The approved certification will be recorded in your official file; however, you should also keep a copy of the certification document.

### ***What is the difference between a primary and a subsidiary career field?***

A person's primary career field is, except for two rare situations, determined by the category of the position held. In other words, if your position's category is Contracting, your primary career field is Contracting. The only exceptions are the Program Management Oversight and Education, Training and Career Development position categories. If you are in one of these two position categories, you (with your supervisor's approval) select your primary career field based on your background and the nature of the work you perform. To be certified to the level of your position in your primary career field, you need only meet the requirements for that level. You do not have to meet lower level requirements.

A subsidiary career field is any career field other than your primary one. To be certified in a subsidiary career field, you have to meet all of the requirements for the level for which you have applied plus all of the requirements for all lower levels as well.

### ***When do I have to become certified?***

The goal of the program is that you become certified to the level of the position prior to assignment. However, if you are not, you must become certified within 18 months after entering your position. If you do not become certified by

then, management must obtain a Certification Waiver to allow you to remain in your position or reassign you to a position for which you qualify.



If you have become certified to the level of the position that you currently hold, i.e., your primary career field, you may become certified for the next higher level, if there is one. The same holds true for certification in a subsidiary career field, except that in order to be certified to a level in a subsidiary career field, you must first meet the requirements of all lower levels.

### ***What is a Certification Waiver?***

A Certification Waiver permits a person who does not meet certification standards after 18 months to remain in their position without being certified. It does not "certify" the person and it applies only to the specific position held. It is management's responsibility to initiate a Certification Waiver.



## ***Why should I become certified?***

Certification will ensure that you meet the education, training and experience required for your position. It will also enhance your ability to compete for other positions and to get a promotion. Certification standards are used as quality ranking factors in selections for all acquisition positions. If you apply for an acquisition position and are already certified to the level required by that job, you are going to receive the maximum number of ranking points that you can get for the certification ranking factor. If you do not meet all of the certification requirements for that position, you will receive fewer points, or, perhaps, no points at all for that factor.

certification granted by the Army, Air Force and other DOD Components.

## ***Do certification requirements ever change?***

Certification requirements are reviewed periodically and they do change. They will be published annually by the DACM.

## ***How does a change in certification requirements affect me?***

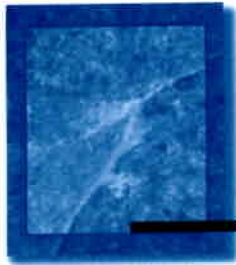
If you are certified to a particular level when the requirements change, you remain certified. If you are not certified when the requirements change, you have to meet the new requirements in order to be certified.

## ***Does my DON certification count if I apply for jobs in other Defense agencies?***

Yes, other Defense Components recognize DON certification just as DON recognizes certi-

**TRAINING AND  
EDUCATING  
THE  
ACQUISITION  
WORKFORCE**





## TRAINING AND EDUCATING THE ACQUISITION WORKFORCE

### *What is the Defense Acquisition University?*

The Defense Acquisition University (DAU) is a consortium of 15 DOD education and training organizations which provide mandatory acquisition courses for military and civilian personnel in the acquisition workforce. DAU publishes an annual catalog of all courses offered. The annual catalog also identifies the training required for certification in each of the career fields.

### *How do I know what training I need?*

As a member of the DON acquisition workforce, you must have individual development plans until you become certified at Level III in your primary career field. This plan should identify, among other things, the mandatory acquisition training you need.

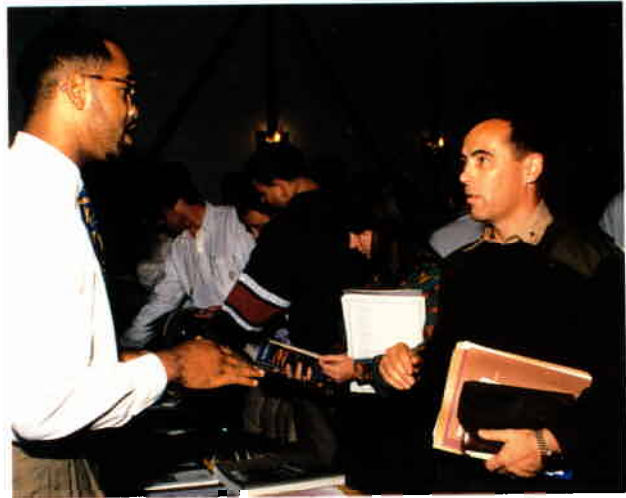
If you do not have an annual development plan, you need to discuss this with your supervisor and develop one. The annual DAU catalog or DACM listing will identify the training that is mandatory for certification. Your training representative will have copies of both the catalog and the DACM listing.

### *Who pays for the acquisition training that I need?*

Upon registration in a DAU course, the DON registrar issues a funding citation that includes

payment for travel and per diem associated with the training.

### *Will I get the training that I need?*



Yes, but perhaps not right away. The demand for acquisition training often exceeds quota allocations. There is a priority order to allocating training quotas.

1. The first level of priority consists of courses required by statute, courses required for certification to the level required by the person's current position, or courses required to provide prerequisite knowledge for the member's current position.
2. The second level of priority consists of those courses required for the next higher level in the member's primary career field.
3. Third on the priority list are those courses listed as "desired" for the member's primary career field.
4. Courses not required by statute or regulation, including courses in subsidiary career fields, have the lowest priority.

***I want to take a training course, but it is not required for certification in my primary career field. Can I do this?***

You may apply to take the course, but such a request will have a low priority. If all requests with a higher priority were satisfied, you could be assigned to take the course.

***Are there any alternatives to taking mandatory training courses?***

Yes. Instead of successfully completing a mandatory course, a person can meet training requirements by one of four alternate methods:

1. Completing a certified equivalent course listed in the DAU catalog;
2. Completing an approved correspondence course listed in the DAU catalog;
3. Passing an equivalency examination administered by the DAU consortium; or
4. Fulfillment.

***What is an "equivalency exam" and how can I take one?***

There are some courses for which credit may be obtained by passing a test in lieu of attending the course. These are identified in the annual DAU catalog. Registration for these exams is through the DON Registrar at the Naval Acquisition Career Management Center.

***What is fulfillment?***

Fulfillment is a process whereby workforce members receive credit for mandatory course requirements based on documentation that they have achieved the competencies taught in the mandatory course through the completion of other courses, education, and/or experience. Fulfilling a course counts exactly the same as having successfully completed the course.

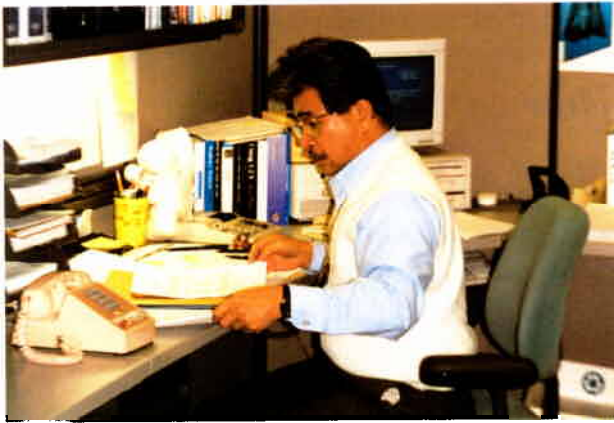
***How can I fulfill a course?***

You must apply for fulfillment of the mandatory course on DD Form 2518 and attach a completed self-assessment form. The application is reviewed by your immediate supervisor, endorsed, and sent on to whomever in your command has authority to grant fulfillments. Your local training representative will be able to provide you with the necessary application forms.





***Some acquisition career fields require a college degree or a certain amount of college credit. Can the DON help me get a degree or college credits if they are required?***



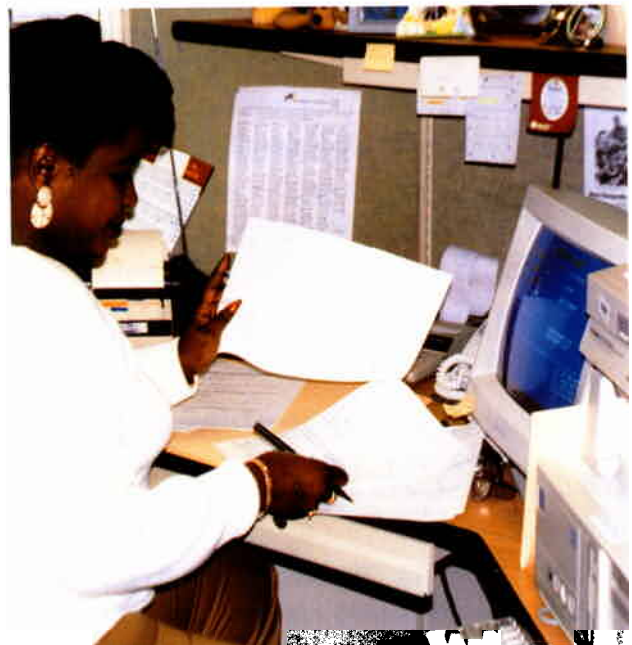
Yes. The DON has a tuition assistance program for acquisition personnel to assist you with some of the education you may need. People who have to meet educational requirements set by DAWIA have first priority for this tuition assistance. Your local training representative has all of the information you will need to apply for tuition assistance.

***I know that the APC requires a degree and some college credits. I don't have the degree or college credits but I do have a lot of experience. How will the DON help me get these credits? Does my experience help me at all?***

Acquisition employees may meet APC education standards by passing examinations offered through the Defense Activity for Non-Traditional Education Support (DANTES). Nine examinations are available and a passing score on a DANTES exam qualifies for three credit hours towards the APC education standard. Contact your local training representative to find out when and where DANTES examinations are given and how to apply.

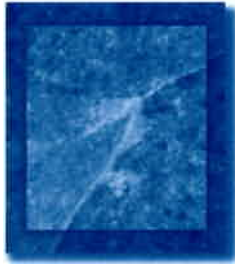
You may also apply for tuition assistance and take the courses to receive college credit.

Finally, the APC education requirements are considered to have been met if you had 10 years of acquisition experience as of 1 October 1991, or if you were in an acquisition position on 1 October 1991, had less than 10 years of acquisition experience, but have 24 credit hours in business subjects.



# THE ACQUISITION PROFESSIONAL COMMUNITY





## **THE ACQUISITION PROFESSIONAL COMMUNITY (APC)**

### ***What is the APC?***

The APC consists of a select group of highly skilled military and civilian acquisition professionals who meet certain education, training and experience requirements. DON CAPs must be filled with APC members. The other Defense Components also have APCs; however, they refer to them as the "Acquisition Corps".

After 1 October 1992, no one may enter a CAP unless he/she is a member of the APC or unless this requirement is waived before the person enters the CAP.

While APC membership is strongly encouraged, persons holding CAPs on 1 October 1992 do not have to join the APC to remain in the position held on that date. We often refer to these people as "grandfathered employees". However, grandfathered employees must become APC members in order to move into another CAP.

### ***What are the requirements to join the APC?***

All APC applicants must either be a DON acquisition workforce member graded at GS-13 or above, O-4 or above, or be tentatively selected for a DON CAP.

APC applicants must meet the following requirements:

1. Have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees;

2. Have completed:

a. At least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education from among the business-related disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or

b. At least 24 semester hours (or academic equivalent) from an accredited institution of higher education in their primary career field along with 12 semester hours (or academic equivalent) from the management disciplines listed above;

3. Have at least four years of experience in Federal government acquisition positions or comparable positions in the private sector (up to one year may be credited for time spent pursuing a program of academic training or education in acquisition); and

4. Be certified at or meet all mandatory training required for either Level II or III of the workforce member's primary career field.

### ***Are there any exceptions to these requirements?***

Yes, there are two exceptions to the education requirements.

1. The baccalaureate degree and the 24/12 semester hours requirements do not apply to persons who, on 1 October 1991, had at least 10 years



of experience in Federal government acquisition positions or in comparable private sector positions. In other words, if the applicant had 10 years of acquisition experience as of 1 October 1991, the person meets the education standards.

2. Employees are exempt from the baccalaureate degree requirement if they meet all three of the following conditions:

- a. Were serving in an acquisition position on 1 October 1991;
- b. Had less than ten years in acquisition positions as of 1 October 1991; and
- c. Have 24 semester credit hours in business disciplines. Any combination of college credit courses in business-related subjects and approved equivalency examinations totaling 24 semester credit hours may be used.

***I have a degree in engineering and took a lot of math courses such as calculus and trigonometry. Will these math courses count towards getting into the APC?***

Pure math courses such as calculus and trigonometry cannot be counted. Courses which can be counted are business-related courses such as business math and business statistics.

***How can I get into the APC?***

Application procedures differ according to your status as military or civilian.

Civilian employees must apply for the APC. The first step is for the employee to file an application for the APC. The immediate supervisor



then reviews the application and sends it to an official authorized to select APC members. That official communicates the decision to the applicant. Some commands have added additional steps. Your supervisor and Human Resources Office can give you the exact procedures that apply within your command.

The personnel records of Navy officers are screened by the Bureau of Naval Personnel (BUPERS) to determine if the officer meets APC standards. Officers who meet the APC standards are given the opportunity to join the APC. Navy officers at the 0-4 level and senior may also apply for membership in the APC. In this case, they forward their application to BUPERS. Navy officers use the same application that civilians use. Applications may be obtained from BUPERS 2MM, Officer Community Managers and civilian Human Resources Offices.

Marine Corps military personnel apply for the APC as part of review for assignment of an acquisition Military Occupation Specialty. A Marine Corps APC Selection Board is convened annually to consider applications. The Marine Corps puts out an annual notice specifying the process for making application to the APC.



## ***Can I get a waiver into the APC?***

Yes, an approved APC Selection Standards Waiver will waive a requirement and permit entry into the APC. An APC Selection Standards Waiver may be used only for an incumbent of a DON CAP or a person tentatively selected for a DON CAP. Other persons, i.e., GS-13s and 0-4s not selected for CAPs, must fully meet APC requirements before being selected for APC membership.

For civilian APC Selection Standards Waivers, see your supervisor or contact the servicing Human Resources Office for details. Navy military officers may contact BUPERS 2MM or their Officer Community Managers. The annual Marine Corps APC application notice advises Marine Corps officers how to apply for an APC Selection Standards Waiver.

There is one APC selection standard which may not be waived: the grade requirement. You must be at least a GS-13 or 0-4 to apply for the APC.

## ***Can I be assigned to a CAP without belonging to the APC?***

The goal of the DON is to have every person who holds a CAP belong to the APC. Therefore, waivers to permit a non-APC member to hold a CAP will be very rare.

There is one type of waiver, a CAP Assignment Waiver, which allows a non-APC member to be assigned to a CAP. A CAP Assignment Waiver may only be initiated by management and approved by the DACM. A CAP Assignment Waiver has to be approved before the non-APC member enters the CAP. This type of waiver does not confer membership in the APC.

There is one exception to the APC requirement. A person holding a CAP on 1 October 1992 may continue to occupy that position without joining the APC. However, this "grandfathered" individual cannot move to another CAP without joining the APC or obtaining a waiver.

## ***Aside from having to join the APC to get a CAP, is there any other reason for me to join the APC?***

First, there is no disadvantage to joining the APC.

Second, being selected for a CAP is like any other assignment process. The person who comes closest to meeting all of the requirements is going to head up the selection list. Since APC membership is a requirement for holding a CAP, those people who either are in the APC or who meet all of the APC selection standards are going to have a competitive edge over those who do not. An APC member (or someone meeting all APC requirements) will find it easier to get a CAP than someone who lacks these qualifications.

Third, if you are a civilian employee, occupy a CAP, and are in the APC, you will have an advantage in the event of a reduction-in-force. Non-APC members cannot bump or retreat into a CAP while APC members can. Additionally, a person who has been waived into the APC is a full APC member. They, too, can bump and retreat into a CAP during a reduction-in-force.

## ***Are there any other requirements for holding a CAP?***

Yes. In addition to APC membership, there is a tenure requirement. You must serve in the CAP for three years and you must execute a tenure

agreement to that effect. Acquisition Category I Program Managers and Deputy Program Managers have a different tenure period.

### ***Can this tenure requirement be waived?***

Yes. There are two types of tenure requirement waivers, both of which are initiated by management.

The first kind of tenure waiver is a Tenure Obligation Waiver. This type of waiver permits a person to leave a CAP without serving the full amount of time required by a tenure agreement. This waiver may only be granted by the DACM.

The other is a Tenure Agreement Waiver which waives the requirement to sign a tenure agreement. This waiver also may only be granted by the DACM.



### ***How can I find out about DON CAP vacancies?***

The DON has a Centralized Job Referral System which lists all civilian CAPs being filled through the Merit Promotion process. Anyone

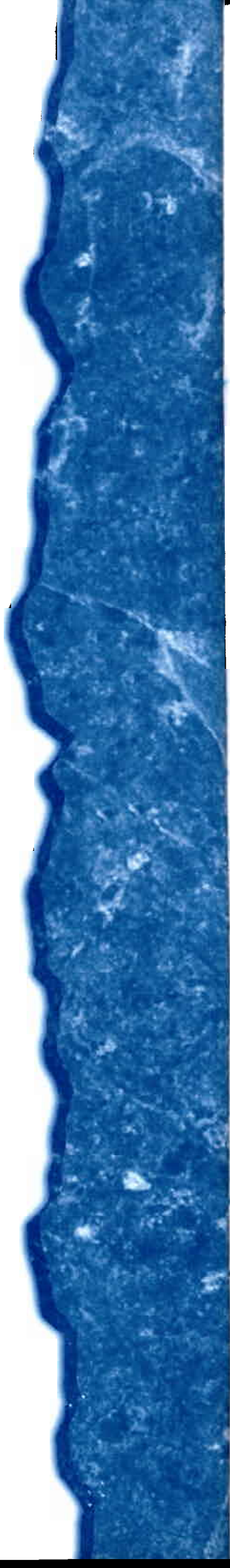
with access to a touch-tone telephone can get this information by calling 1-800-431-4422 or 717-790-6229. If you have access to the Defense Switched Network, you may dial 430-6229.

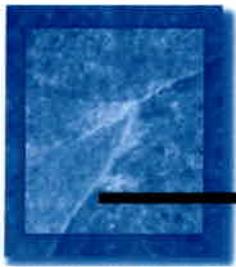
You can find out what you need to know about applying for one of these CAPs by calling the DON Centralized Job Referral System.

### ***If I join the DON APC, will that help me qualify for a CAP in another Defense agency?***

Yes. There is full reciprocity between the DON APC and other DOD Component Acquisition Corps. Reciprocity means membership in the DON APC is interchangeable with membership in another DOD Component Acquisition Corps.

# CONTRACTING POSITIONS





## CONTRACTING POSITIONS

### *What are the legal requirements for contracting positions?*

DAWIA established specific educational requirements which apply to all GS-1102 positions, regardless of grade. A person may not be employed in the GS-1102 occupational series unless the person meets one of the following statutory education requirements:

1. Completed a baccalaureate degree from an accredited education institution authorized to grant baccalaureate degrees; or
2. Completed at least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines:

Accounting  
Business Finance  
Law  
Contracts  
Purchasing  
Economics  
Industrial Management  
Marketing  
Quantitative Methods  
Organization and Management; or

3. Successfully completed accepted equivalency examinations, i.e., DANTES or examinations that are accepted by accredited institutions of higher education for academic credit in the business disciplines listed above; or

4. As of 1 October 1991, had at least 10 years of experience in acquisition positions or in similar positions in which the person obtained experience directly relevant to the field of contracting.

### *What are the contracting officer warrant requirements?*

Prior to warranting or assignment to any position requiring a warrant above the small purchase threshold, a person must meet the following requirements:

1. Completed all mandatory contracting courses prescribed by DOD for the Contracting career field at the grade of the position in which the person is serving, i.e., GS-5/7 and 0-1/3, Level I training requirements; GS-9/12 and 0-4, Level II training requirements; GS-13 and above or 0-5 and senior, Level III training requirements; and
2. Have at least two years of experience in a contracting position; and
3. One of the following:
  - a. Completed a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; or



b. Completed at least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines:

Accounting  
Business Finance  
Law  
Contracts  
Purchasing  
Economics  
Industrial Management  
Marketing  
Quantitative Methods  
Organization and Management; or

c. Completed acceptable equivalency examinations equal to 24 semester credit hours in the business disciplines listed above (DANTES or examinations that are accepted by accredited institutions of higher education for academic credit may be used); or

d. As of 1 October 1991, had at least 10 years of experience in acquisition positions or in similar positions in which the person obtained experience directly relevant to the field of contracting.

***Are there any exceptions to these requirements?***

Yes. The 1102 and warrant requirements do not apply to any person for purposes of continuing to serve in the acquisition position that the person held on 1 October 1993, or any other position in the same or lower grade and involving the same or lower level of responsibility, i.e., same warrant level, as the position in which the person was serving on 1 October 1993.

***I am in the GS-1102 series but do not meet these requirements. Can I be promoted in the GS-1102 series? Can I get a higher level warrant?***

As a general rule, the answer is no. The only exception is if management obtains an 1102 or Warrant Waiver before you are promoted or granted the warrant.

***I am in the GS-1102 series, don't meet the education requirement but hold a career ladder position. Does this mean I cannot be non-competitively promoted to the next grade in the 1102 series?***

That is correct. Unless you meet the DAWIA education requirements or obtain a waiver, you may not be promoted. When this part of DAWIA went into effect on 1 October 1993, it affected all GS-1102 positions, including ones in career ladders.

## ***Just what is an 1102 Waiver? A Warrant Waiver?***

An 1102 waiver is a waiver of the statutory education requirement, and is valid only for the particular position for which it was granted. It is not carried forward with the person when he or she is assigned to another position. A person waived into a position, which is later upgraded, must receive a new waiver before the promotion action may be effected.



Warrant Waivers are only valid for the particular warrant for which granted and terminate when the warrant is terminated.

## ***How can I get an 1102 or Warrant Waiver?***

These waivers have to be initiated by management, not by the employee. 1102 Waivers may be granted by the Senior Contracting Official having jurisdiction over the command. Senior Contracting Officials are authorized to grant waivers for warrants issued under their authority.

## ***If I have an 1102 or Warrant Waiver, do I still have to be certified?***

Yes, even though you have an 1102 or Warrant Waiver, you must still become certified in your career field within 18 months, or management must obtain a Certification Waiver.

## ***I don't meet the education requirement and don't have 10 years of contracting experience, so it's clear that I need to meet the educational requirement if I want to get ahead in the 1102 series. What can the DON do to help?***

The DON has a tuition assistance program for acquisition personnel that can pay for the education that you need. People who have to meet educational requirements set by DAWIA have first priority for this tuition assistance. Your local training representative will be able to give you the current information on how to apply.

## ***Other than for contracting positions, warrants, and CAPs, are there any legal requirements that apply to specific kinds of acquisition positions?***

Yes. Program Executive Officer, Deputy Program Executive Officer, Direct Reporting Program Manager, Deputy Direct Reporting Program Manager, Acquisition Category I Program Manager and

Deputy Program Manager, and Acquisition Category II Program Manager and Deputy Program Manager positions all have specific statutory requirements. Remember, while the above positions have statutory requirements, they also have certification requirements.



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