Department of the Navy Civilian Acquisition Data Maintenance Manual

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INTRODUCTION

This manual is designed to supplement other guidance supplied by the Office of the Director, Acquisition Career Management (DACM) and the Navy Civilian Personnel Data System Center (NCPDS-C). Its purpose is to facilitate the gathering and maintenance of data required for the management of the acquisition workforce program. It expands greatly upon Chapter 20 of the Defense Civilian Personnel Data System (DCPDS) Users Manual and the SECNAV 5300.36. It is not a policy document; the authoritative source for the Acquisition Workforce Program policy is the SECNAV Instruction 5300.36.

The civilian Acquisition Workforce Data Call, distributed in June 1993, gathered initial acquisition workforce data. Maintaining and improving this data is an important but complex, task, Please note: DO NOT CONTINUE TO USE THE DATA CALL SOFTWARE TO ENTER ACQUISITION DATA. DO YOUR INPUT DIRECTLY INTO DCPDS.

> **As you read through this manual, you will see references to the SECNAVINST 5300.36 in brackets. This will help you if you wish to refer to official policy statements. The form of the reference is [1-I-3] which means Part 1, Chapter I, page 3.**

The chapters that follow describe requirements, processes, and data associated with events central to the Acquisition Workforce Program. Here is the structure:

Chapter 1	ACQUISITION POSITIONS: position-related processes and data. how to determine if a position is coded as acquisition; how to remove or add such coding; suggestions for ways to maintain position coding over time; data fields that must be considered every time a new position is created.
Chapter 2	ACQUISITION EMPLOYEES: gathering baseline data needed for new acquisition workforce employees or employees who did not complete a data call.
Chapter 3	ACQUISITION TRAINING: mandatory acquisition training -- how to determine who needs what training, how to find out about training that has occurred, and how to record training events in DCPDS.
Chapter 4	CONTRACTING: special issues concerning contracting employees and positions.
Chapter 5	CERTIFICATION: career field certification, both primary and subsidiary.
Chapter 6	ACQUISITION PROFESSIONAL COMMUNITY: how to determine if an employee is in the Acquisition Professional Community (APC), whether or not the employee needs to be, and how to process APC applications.
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CHAPTER 1: ACQUISITION POSITIONS

Identifying acquisition positions correctly and maintaining that information over time is the very heart of the Acquisition Workforce Program. Acquisition positions are identified with an acquisition position category, often abbreviated as POSCAT.

There are officially 14 position categories, although Auditing is not valid for Navy. You should have no positions coded as Auditing. The position categories and the codes used to describe them are as follows: [l-I-3]

(A)	Program Management
(C)	Contracting
(D)	Industrial Property Management
(E)	Purchasing
(G)	Manufacturing and Production
(H)	Quality Assurance
(K)	Business, Cost Estimating, and Financial Management
(L)	Acquisition Logistics
(R)	Communications-Computer Systems
(S)	Systems Planning, Research, Development, and Engineering
(T)	Test and Evaluation Engineering
(U)	Auditing (reserved for DCAA use only)
(V)	Program Management Oversight
(X)	Education, Training, and Career Development

All the position categories except the last two, Program Management Oversight and Education, Training, and Career Development, have associated career fields.

There is a relationship between position category and primary career field.. When you identify a position as Systems Planning, for example, you are saying that the position needs to be. tilled by an individual qualified (= certified) in Systems Planning us a career field at the appropriate level or above. So the primary career field for an incumbent of a Systems Planning position is Systems Planning. For positions coded "V" or "X", the incumbent and management must select an appropriate primary career field. [2-I-1,2]

Note that even though the career fields Manufacturing & Production and Quality Assurance. have merged, you can still code the positions separately. OSD has not assigned a new code yet, so it would be best to maintain the distinction.

The designation of acquisition positions in DCPDS will require active maintenance. New positions will be created that should be coded as acquisition, reorganizations will occur that cause new positions to be built and require acquisition coding. and sometimes positions need to be coded into different position categories. Management needs to review periodically the position coding of the activity's acquisition positions. [1-I-l] Review the DESIRES that begin with "ACQ" in the DESIRE Library (FSA DZ on the West Coast, CZ On the East Coast). Some of these will help you support management in these tasks.

There are few hard and fast rules available to help the activity determine which positions should be coded as acquisition, or what position category they should be. In general, occupational

series is not a very good indicator of position category. The following list of rules constitutes the only guidance outside the DOD 5000.58 which describes the various position categories: [l-I-2]

Rules:

1. All 1102, 1103, and 1105 positions are acquisition positions. 1102 positions must be coded with a position category of "C" for contracting. 1105 positions, should generally be coded Purchasing & Procurement (category "E") and 1103 positions are generally Industrial Property Management (category "D").

2. All positions which require the incumbent to hold a warrant or administer a contract above the small purchase level should be coded as acquisition.

3. No 1106 positions should be coded as acquisition.

4. No wage grade or clerical positions should be coded as acquisition.

5. Positions primarily involved in 6.1 (Basic Research) and 6.2 (Applied Research Exploratory Development) programs should not be coded as acquisition.

6. All acquisition positions at the GS/GM 14 level and above must be coded as critical. For the Demo pay plans, code DP-4 positions and above as critical. [l-I-4] DCPDS will automatically generate this coding.

7. All critical acquisition positions that are "Managers" or "Second Level Supervisors" should be coded as Division Heads. No other positions may be coded as division heads. In the past, you could use DIN JNB SUPV-STATUS = "2" or "3" to gather this information. With the recent change to that field, a value of "2" may not indicate a second level supervisor. You'll have to go on the basis of your knowledge of the position.

8. The authority to designate acquisition positions as developmental has not yet been delegated by the DACM office. At this point, Navy has no developmental acquisition positions. If you have coded your career ladder or trainee positions as developmental, this will be overwritten centrally by NCPDS-C. [1 -I-4]

There are several pieces of acquisition information tied to positions rather than people. At the end of this chapter, there is an instrument (called *Acquistion Position Coding Information Sheet)* you may wish to use to gather position data from management when a new position is being created. Or, you may wish to use it internally to ensure that you are considering all relevant acquisition data when creating new positions or coding positions as acquisition. The following list of DINS and instructions on how to populate them are keyed to the questions in this instrument.

JYR   ACQ-POSN-CAREER-CAT   [see Question l] This is the acquisition position category code (ignore the word "career" in the title - it is misleading). If this DIN is filled with anything except blanks, that means the position is coded as acquisition. Populate it with the value shown in Question #l. The Central Table (#121) allows 4 additional values not shown in Question #l. Values of "I" and "U" are not available for Navy employees. "Y" and "Z" are

miscellaneous categories and should be strenuously avoided. Why? Because you will have no way to determine the career field certification requirements for the incumbent of the position. Note:. DIN JYR flows to DIN CLB. It uses CT

JYT   ACQ-SPECIAL-ASSIGN

[see Question 2] This code is used to indicate positions that have "special assignments" and, generally speaking, have statutory requirements. Since there are only a handful of ACAT I and II programs and a very small number of Senior Contracting Officials (most of these positions are at headquarters), you will code most of your positions as "X" for "None of the above." The primary exception to this is positions where the incumbent will be required to hold a warrant above the small purchase level. These will generally be 1102 positions, but not always. (Conversely, not all 1102 positions will require warrants above small purchase.) If the position requires the incumbent to hold a warrant above small purchase, code this DIN with an "F." The Central Table (#571) shows several additional values that are not reflected in Question #2. If the position category (DIN JYR) is "X" then code. DIN JYT with an "E." unless the incumbent will be required to hold a warrant above small purchase. If management tells you that a position should be coded with an "A", "B", "C" , or "D" and you wish to get confirmation, call the DACM office.

JYN   ACQ-CRIT-POSN-ID

[l-I-4] This data element is listed in the 5000.55 as "Acquisition Position Type." It is used to indicate whether or not a position is critical, a division head, developmental, or some combination of these. There is no question corresponding to this data element. We don't need to ask about critical or not since these values can be determined from the grade. (For Demo pay plans, a DP 4 and above is considered critical.) Since there are no developmental acquisition positions, there is no need to consider this. A position should be coded as Division Head if it is for a manager or second level supervisor. By the way, the notion of Division Head is not covered in the SECNAVINST 5300.36. It is, however, required for reporting purposes [DODI5000.55, 12-2] Use the following table to select the correct value for this DIN. Note that DCPDS will automatically generate a value of 1 or 4, depending upon the grade. You will have to override this for the Division Head positions.

Critical? (GS/GM 14 & above)	yes	yes	no	no
Division Head?	yes	no	yes	no
DIN JYN should be coded:	2	1	*	4

*   This is an impossible combination. Division head positions must be critical.

JYL   ACQ-CAREER-LVL-REQD   There is no question corresponding to this data element since it can be determined algorithmically. Use the following table to determine the correct code to use. REMEMBER -- this only applies to acquisition positions (DIN JYR > spaces). [l-I-3]. For an existing position, do an inquiry on position DIN JQJ (Pay-Plan), JQP (Occupational Series), JAO (grade), and JYL (Acq-Level). When building or establishing a new position using PTI 051 or 052, the same logic applies. If not accurate according to this chart, input PTI 052 and update DIN JYL to the correct value. Use work DIN WYL with PTI 052. Use the permanent storage DIN JYL when establishing a position via PTI 051. (See Chapter 5 of the DCPDS Users Manual for further information on establishing and maintaining positions.) Use the following example to update DIN JYL: Example: UXXCA-67891001 PTI 052 VlJl. WYL 2.

Pay Plan	Grade	DIN JYL
ES		3
GS/GM	13-15	3
GS (not 1105)	9-12	2
GS (not 1105)	5-8	1
GS (1105)	9	3
GS (1105)	6-8	2
GS (1105)	1-5	1
DP	3-5	3
DP	2	2
DA, DP, DS, DT	0-1	1
DA, DS, DT	2-3	2
DG	3	2
DG	1-2	1

JYM   ACQ-CONTRTOR-JOB-SITE [see Question 3] This data element indicates whether or not a job will require the incumbent to spend more than 50% of his or her time at a contractor facility. Most civilians who would be doing this belong to OSD or SUPSHIPs. The vast majority of your positions should be coded "N." This is another piece of information not covered in the SECNAVINST 5300.36 but required for reporting purposes. [DODI5000.55, S-81 Use PTI 052 to update position DIN JYM. Use work DIN WYM with PTI 052. If the job does not involve work at contractor job site, use the following example:
Example: UXXCA-XX69876001 PTI 052 VlJl. WYM N.

JYP   ACQ-JOB-SPECIALTY-l   [see Question 4] This data element corresponds to the element called "Acquisition Career Specialty - Primary Orientation" in the 5000.55. It must be filled in for all positions coded in the contracting position category (JYR = C). It must also be filled in for all positions where the incumbent will be required to hold a warrant above the small purchase level. It should be blank for all other positions. Question #4 lists 4 possible values for this dam element. CT 418 lists several more. DO NOT USE codes "4", "5", "8" , or "9." There is no way to know what the certification training requirements (or warranting training requirements) are for employees in positions with these codes.] [DODI5000.55, 5-3]

JYQ   ACQ-JOB-SPECIALTY-2   [see Question 5] This data element corresponds to the element called "Acquisition Career Specialty - Secondary Orientation" in the 5000.55. It must be filled in for all positions coded in the contracting position category (JYR = C). It must also be filled in for all positions where the incumbent will be required to hold a warrant above the small purchase level. It should be blank for all other positions. Question #5 lists 4 possible values for this data element. CT 610 allows an additional value of "9" for "unknown." This should be avoided. Again, the answers provided to this question affect training requirements for certification and warranting. [DODI5000.55, 5-3]

JYS   ACQ-PROG-IND   This data element indicates whether or not an employee supports an ACAT I or II program. The services are required to report this information only for Program Managers and Deputy Program Managers. It is exceedingly difficult to keep track of these ACAT I and II programs and the HRO is not likely to be in the information loop for this. You should leave this DIN blank. If you have a "9" in it, you should blank it out.

ACQUISITION POSITION CODING INFORMATION SHEET

INSTRUCTIONS: Answer the following questions and return the completed information sheet to the HRO for processing in the Defense Civilian Personnel Data System:

1. Each acquisition position must be assigned to **one and only** one position category. Indicate the category that best describes the position. If you wish to see descriptions of these categories, refer to the DOD1 5000.58. This coding sets the basic education, experience, and training requirements for the position.

____	(A)	Program Management
____	(C)	Contracting (All 1102's must be coded in this category, There may be a very small number of non-l 102's that are legitimately coded as contracting.)
____	(D)	Industrial Property Management
____	(E)	Purchasing (This will generally be an 1105 position. Do not code 1106 positions as acquisition workforce positions.)
____	(G)	Manufacturing and Production
____	(H)	Quality Assurance
____	(K)	Business, Cost Estimating, and Financial Management
____	(L)	Acquisition Logistics
____	(R)	Communications-Computer Systems
____	(S)	Systems Planning, Research, Development, and Engineering
____	(T)	Test and Evaluation Engineering
____	(V)	Program Management Oversight (This code is available for GS/GM 15 and above positions in headquarters only.)
____	(X)	Education, Training, and Career Development

2. Check any one of the following assignments that applies to the position. For most positions, the correct answer to this question is "None of the above." For any position where the incumbent will be required to hold a warrant above the small purchase level, check "F." **Do NOT CHECK** *Program Manager or Deputy Program Manager just because the position title is similar. The program managed must be an Acquisition Category (ACAT) I or II.*

____	(A)	Program Executive Officer
____	(B)	Program Manager (ACAT I & II programs only)
____	(C)	Deputy Program Manager (ACAT I & II programs only)
____	(D)	Senior Contracting Official (the position must be so designated by the Navy Contracting Career Management Board)
____	(F)	Contracting Officer - position requires warrant above the small purchase threshold
____	(X)	None of the above

3. Will the incumbent of this position be required to spend a majority (over 50%) of his or her time performing an acquisition function (relating to a DoD contract) at a site or plant that is owned or operated by the contractor? Positions that could fall into this category are extremely rare for DON civilians. Two examples would be (a) a technical representative for a weapons acquisition program who spend over 50% of the time at the Defense Plant Representative Office located at the contractor's facilities; and (b) a SUPSHIP employee located at the contractor facility for more than 50% of the time.

_____ (Y) Yes

_____ (N) No

If the position category (question #l above) is Contracting or if the position category is something other than contracting bat the incumbent will be required to hold a warrent above the small purchase threshold, answer the following two questions:

4. What is the primary orientation of the position? Please choose the **one** category that best describes the functions of the position. We are aware that this is often difficult to characterize, that jobs may entail greater variety than this list supposes. Check "postaward" only if the position involves contract administration functions listed in FAR subpart 42.3. Positions that are primarily involved in postaward activities are generally ONR Resident Representatives or are located at SUPSHIPs. This coding affects the training requirements for the position.

_____ (1) Primarily preaward oriented
_____ (2) Primarily postaward oriented
_____ (3) Primarily oriented to cost and price analysis
_____ (6) Contracting for construction

5. Does the position involve the acquisition of information resources or the acquisition of major systems? Do not check "major systems" or "both" unless the position supports an ACAT I or II program and the position is located at ASN(RDA), NAVAIR 02, NAVSEA 02, SPAWAR 02, SSP, MARCORSYSCOM, or a PEO or DRPM office. You should probably not check "information resources" unless that represents a substantial portion of the position's functions. This coding affects the training requirements for the position.

_____ (1) Information resources
_____ (2) Major systems acquisition
_____ (3) Both information resources and major systems
_____ (8) Neither

POSITION NUMBER:	PAY PLAN, SERIES, GRADE	
POSITION TITLE:		
APPROVAL: NAME		DATE:
SIGNATURE:		
TITLE:		

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CHAPTER 2: ACQUISITION EMPLOYEES

There are very few data fields that apply to acquisition employees outside events that occur, like certification, warranting, or granting of APC membership. You gathered specific baseline data for your acquisition employees when you processed the data call. For those employees who did not complete a data call, for new acquisition employees (a new employee or an employee whose position has just been coded as acquisition), or for current acquisition employees who wish to update certain baseline data, you may wish to use the instrument titled *Acquisition Employee Information Sheet* at the end of this chapter.

Below is a list of DINS associated with acquisition employees that can be filled in independently of events like certification, APC membership, etc. They are tied to the questions in the *Acquisition Employee Information Sheet.*

CK2 ACQ-MONTHS-EXPERIENCE	This corresponds to Question #l. Input the number of months shown. After initial data entry, this data element gets updated automatically during end month processing. [2-II-1 l] Use PTI 3AQ and input DIN CK2. See DCPDS Users' Manual Chapter 20, pages 17-20.
CK3 ACQ-DT-MONTHS-EXP-INPUT	This represents the "as of" date for the months shown in Question #l. After initial data entry, this data element gets updated automatically during end month processing. Enter it in the form YYMMDD. Use PTI 3AQ and input DIN CK3. If CK3 is not input, the system will generate the current date.
ECB ACAD-EDUC-LEVEL-HIGH	This is not an acquisition data element, but it is absolutely crucial that it be correct. If the employee answers Question #2 "yes", make sure that DIN ECB equals "13" or higher. [2-II-9] See the section below for DCPDS instructions for education updates.
CKW ACQ-INTERN-PROG-ID	This corresponds to Question #8. Store the value associated with the employee's answer. If the employee neglected to answer this question, just leave it blank. [2-II-3] Use PTI 3AQ to update DIN CKW. Example: UXXCY SH 123456789 PTI 3AQ CKW Y.
CKX ACQ-COOP-PROG-ID	This corresponds to Question #9. Store the value associated with the employee's answer. If the employee neglected to answer this question, just leave it blank. Use PTI 3AQ to update DIN CKX. Example: UXXCY SH 123456789 PTI 3AQ CKX P.

CKY ACQ-TUITION-IND

This corresponds to Question #l0. Store the value associated with the employee's answer. If the employee neglected to answer this question, just leave it blank. [2-II-10] Use PTI 3AQ to update DIN C K Y .
Example: UXXCY SH 123456789 PTI 3AQ CKY N.

CKZ ACQ-STUDENT-LOAN-IND

There is no question corresponding to this data element since DON has no program for repaying student loans.

CK8 ACQ-EMPL-CAREER-FIELD-CY

If the employee is serving in a position that is not coded with an acquisition position category of "V" or "X", store the same value here as in DIN JYR. If the employee is in position category "V" or "X", use the answer to Question #l1 to populate this field. You should continue to distinguish between Manufacturing & Production and Quality Assurance until we receive guidance from OSD on how to code the new career field. [2-I-2,3] You update DIN CK8 via DIN DSB. The career field will be stored in the CA record in DIN DSB and the value will also flow to update DIN CK8 in the CY record. It uses CT 632. Here is an example of a DIN data update:
Example: UXXCA SH 123456789 DSB L.

Questions #l through #7 relate to requirements for Acquisition Professional Community membership. They are intended to contain the basis by which the employee met APC qualification standards when they were admitted to the APC. If the data change over time, you are not required to change these qualification bases. **If the employee is already a member of the APC, do not r-e-populate the following DINs unless you are making a very conscious correction of data you know to be wrong.** If, however, the employee is not a member of the APC, use the values supplied for these questions to populate the APC qualifications fields. This information will be useful to you as you try to determine who needs tuition assistance. It will also help you see who is "ready" for APC membership.

CKD ACQ-CORPS-QUAL-BASIS-DEG

Based on the answers to Questions #2 through #5, you can populate this field. Use the decision table below to determine the correct value. [2-IV-3] You will see that a value of "4" is inserted when an employee doesn't have a baccalaureate and isn't covered by the 10 years as of 1 October 1991 rule, yet was in an acquisition position on 1 October 1991 and has 24 semester hours in the specified disciplines. This employee fully meets the degree requirements for APC membership. Since the feature of the legislation that provides for this is related to the equivalency examination, this should receive a "4" for "PASS EXAM EQUIVALENT 24 SEM HRS. " (The way this works, in case you're curious, is that Congress

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required OSD to create such an equivalency exam to measure competence in the various disciplines. OSD decided to use the DANTES exams for this purpose. They said any combination of exams and actual course attendance would suffice. This includes no exams, just actual course attendance. In any event, this constitutes an additional layer of "grandfathering" that is consistent with the notion of phasing in the educational requirement.) Use PTI 2AQ to update DIN CKD. See the DCPDS Users' Manual Chapter 20, pages 13-17 for more information.

Question #2 (BA)	yes	no	no	no
Question #4 (10 years)	X	yes	no	no
Question #3 = yes **and** Question #5 = yes	X	X	yes	no
DIN CKD should be coded:	1	3	4	*

*   In this instance, leave the field blank. The employee doesn't meet the requirement through any means.

X   This symbol means that the response to this question doesn't matter; it may be yes, no, or blank.

CKF ACQ-CORPS-QUAL-BASIS-HRS   Based on the answers to Questions #4 through #7, you can populate this field. Use the table below to determine the correct value. [2-IV-3] Use PTI 2AQ to update DIN CKF.

Question #4 (10 years)	X	X	yes	no
Question #5 (24 hrs)	yes	no	no	no
Question #7 (24/12 hrs)	X	yes	no	no
DIN CKF should be coded:	1*	2	3	**

*   If the answer to Question #6 is "yes," meaning that they took some DANTES exams, store a value of "4" instead of "1". This "4" is not really the same as the "4" for the degree requirement (DIN CKD). [2-II-9]

**   In this instance, leave the field blank. The employee doesn't meet the requirement by any means.

X   This symbol means that the response to this question doesn't matter; it may be yes, no, or blank.

CKG ACQ-CORPS-QUAL-BASIS-EXP	You can use the answer to Question #l to populate this field. If the employee indicates that he or she has 48 or more months of acquisition experience, store a value of "1" in this DIN. Otherwise, leave it blank. [2-IV-4]
CKC ACQ-CORPS-QUAL-BASIS-GR	The value stored here is based upon the grade of the employee. If the employee is a GS/GM 13 or above (or DP 3 or above), store a "1." Otherwise leave the field blank. [2-IV-3]

You will notice when processing the *Acquisition Employee Information Sheets* that you are never storing values in these APC qualifications fields indicating that waivers have been received. You will only do this if you are actually updating a waiver or appointment to the APC.

NOTE: DINs CKH (ACQ-CORPS-APPOINT-DATE) and CKJ (ACQ-CORPS-QUALIFIED-CY) will always be blank if an employee is not a member of the APC.

There are two final DINs you may wish to populate, if you have an employee who is in a CAP, was in that CAP on 1 October 1992, **and is not a member of the APC.** Such an individual is "excepted" from the requirement to be an APC member to continue to hold that particular job. The following DINs allow you to capture that information [l-V-l]:

CN8 ACQ-EXCEP-QUAL-GRIT-PSN	For such an employee (in CAP on 1 October 1992 and not APC member), code a value of "1"
CN9 DT-GRIT-ACQ-ASSGN-EXCPT	Code the date such a determination was made (YYMMDD).

REMINDER: Check first to see if the employee is an APC member. If so, do not override DINs CKC, CKD, CKF, and CKG.

DCPDS INSTRUCTIONS FOR EDUCATION UPDATES:

Do an inquiry using group DIN ECA to determine the education data that is currently in the record.

Example: IXXCA SH 123456789 ECA,B.

If the data in the record is not accurate, code the update using the following DINS as needed. Include only the DINs that need to be updated. If the data in the record for a DIN is accurate, you do not need to include it in the update.

DIN DATA NAME	CENTRAL TABLE
ECB EDUC-LEVEL-CIV-HIGH	469
ECC INSTRUCTIONAL-PROGRAM-HI	468
ECE CREDIT-HRS-HIGH	N/A (enter number of hours)

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ECF	CREDIT-TYPE-HIGH	157
ECG	SCHOOL-TYPE-HIGH	137
ECH	COLLEGE-MAJ-OR-MIN-HIGH	161
EC1	YR-DEGREE-OR-CERT-ATTAIN	N/A (enter year highest level completed)
ECJ	ACAD-INST-NAME-HIGH	332 (enter the school from CT 332 or ZZZ if unknown)

EXAMPLE: Everything in the record is correct but &Instructional program (DIN ECC), which needs to be changed from Maintenance Management (Code 000586) to Reliability Engineering (Code 000587).

     UXXCA SH 123456789 ECC 000587

EXAMPLE: The record currently reflects high school only. The individual has a bachelor's degree in Logistics Systems with 130 semester hours of credit completed in 1994 at the University of Idaho.

     UXXCA SH 123456789 ECB 13. ECC 000596. ECE 0130. ECF 1. ECG C. ECH 1. EC1 94. ECJ ILK.

ACQUISITION EMPLOYEE INFORMATION SHEET

Please answer the following questions:

1. How many months of acquisition experience do you have? Review your employment history (DoD and non-DoD) and calculate, based on the career field descriptions attached to this sheet, how much of your experience can be considered acquisition related. Acquisition experience is experience gained while assigned to an acquisition position. It also includes intern, exchange, education, or training with industry, and other acquisition developmental assignments. It includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense. Up to one year of a period of time spent pursuing a program of academic training or education (in acquisition) may be counted as acquisition experience. Do not use decimals or fractions. Round up to the nearest month.

_____ number of months _____ as of (YY/MM/DD)

2. Do you have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees?

_____ yes _____ no

3. Were you serving in an acquisition position on 1 October 1991?

_____ yes _____ no

4. Did you have 10 years of acquisition experience AS OF 1 OCTOBER 1991? This experience does not need to be continuous.

_____ yes _____ no

5. Have you completed 24 semester hours (or quarter hour equivalents) at an accredited institution of higher education in one or more of the following 10 disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management? You may use the attached list of disciplines related to these business disciplines to help you determine if your courses fit into these categories.

_____ yes _____ no

6. Were any of the credit hours in the 10 disciplines listed in question #5 above obtained on the basis of passing any of the Defense Activity for Non-Traditional Education Support (DANTES) examinations?

_____ yes _____ no

7. If you answered question #5 above "no", have you completed 24 semester credit hours (or quarter hour equivalents) in your primary acquisition career field plus 12 semester credit hours (or quarter hour equivalents) at an accredited institution of higher education in one or more of the following 10 disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management? Requirements for the 12 semester credit hours may also be met by successful completion of comparable training courses which carry an American Council on Education (ACE) credit recommendations, See the attached list for mandatory acquisition courses that carry ACE credit recommendations. Courses bearing ACE credit recommendations are offered at DOD schools, other federal agencies, or through business and industry-sponsored programs. Your personnel office or Navy Campus office should have a copy of the four volume *Guide to the Evaluation of Educational Experiences in the Armed Services* and the one volume *National Guide to Education Credit for Training Programs,* both published by the American Council on Education. Refer to them to determine credit hour equivalencies. **Please note: employees whose primary career field is Contracting or Business & Financial Management may not use this option.** (Since this option requires 24 semester hours in the primary career field, if you meet this, you also meet the straight 24 hour option - question #5.)

_____ yes   _____ no   _____ N/A

8. Have you participated in an intern program in one of the acquisition career fields? Do not report non-acquisition related internship programs.

____ (Y)   Yes, I am currently in an acquisition intern program
____ (P)   Yes, I participated in such a program in the past but am not currently an
             intern
____ (N)   No

9. Have you participated in a cooperative education program where your government duties involved acquisition?

____   (Y)   Yes, I am currently in such a program
____   (P)   Yes, I participated in such a program in the past but am not currently a coop
                 student
____   (N)   No

10. Have you participated this fiscal year (1 October - 30 September) in a tuition assistance program or received reimbursement from the government for college tuition?

_____ (Y) Yes, I have received support this fiscal year
_____ (P) Yes, I have received support in the past but not this fiscal year
____ (N) No

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11. If your acquisition position category is "V" for "Program Management Oversight" or "X" for "Education., Training, and Career Development" you need to recommend a primary career field for management to approve. On the basis of your current duties and/or experience, choose **one** from the list below.

____	(A)	Program Management
____	(C)	Contracting
____	(D)	Industrial Property Management
____	(E)	Purchasing
____	(G)	Manufacturing and Production
____	(H)	Quality Assurance
____	(K)	Business, Cost Estimating, and Financial Management
____	(L)	Acquisition Logistics
____	(R)	Communications-Computer Systems
____	(S)	Systems Planning, Research, Development, and Engineering
____	(T)	Test and Evaluation Engineering

[Note: Question #11 is the only question on this form that **requires** approval.]

EMPLOYEE SSN:	PAY PLAN, SERIES, GRADE	
EMPLOYEE NAME:		
APPROVAL: NAME		DATE:
SIGNATURE:		
TITLE:		

CAREER FIELD DESCRIPTIONS

The following information was extracted largely from DoDI 5000.58 and should be of assistance to you in determining the amount of acquisition experience you have accumulated. Remember, your previous acquisition experience should be based on your best estimate of your work experience in any of the acquisition career fields. You would be well advised to read all the categories, not just the one representing your current career field.

Included in acquisition experience is experience gained while assigned to an acquisition position in DOD, a position later designated as acquisition, or in comparable positions outside the Department of Defense. Also included are intern, exchange, education or training with industry and other acquisition developmental assignments. Finally, **up to one year of previous academic acquisition training or education may he counted as acquisition experience.**

ACQUISITION LOGISTICS

Acquisition logistics personnel include individuals, regardless of civil service series or military occupation specialty, who are involved in Integrated Logistics Support (ILS) activities as defined in DOD Directive 5000.1 and DOD Instruction 5000.2, or who manage logistics associated with the procurement, integration and fielding of support systems/environment for weapon systems/equipment or for system modifications. Common duty titles include Director of Acquisition Logistics; Deputy/Assistant Program Manager for Logistics (DPML/APML); Integrated Logistics Support Officer/Manager (ILSO/ILSM); Logistics Element Manager (LEM) and Logistics/General Engineer.

Acquisition logistics personnel are typically employed in PEO and DRPM offices, program offices, management support staffs or in other logistics activities responsible for conducting ILS program reviews or for establishing acquisition logistics policies and procedures.

BUSINESS, COST ESTIMATING AND FINANCIAL MANAGEMENT

Plans finances; formulates financial programs; administers budgets, accounts for obligation and expenditures of funds, cost performance management of contractors and cost estimating and advises commanders, program managers and other officials in discharging all aspects of their responsibilities for financial management, in direct support of the defense acquisition process.

These positions are found in acquisition organizations such as program management offices and major activities in direct support of acquisition organizations. The incumbents spend the majority of their time in direct support of the acquisition process (as governed by DOD Directive 5000.1) performing tasks listed above.

Positions in these organizations concerned exclusively with base operations and support functions should not be identified as acquisition.

COMMUNICATIONS-COMPUTER SYSTEMS

Directly supports the acquisition of automated information systems and interconnecting components (to include hardware, software, firmware products, or other items) used to create, record, produce, store, retrieve, process, transmit, disseminate, present, or display data or information.

Includes computers, ancillary equipment, software, telecommunications, and other related services. Involves identifying requirements, writing and/or reviewing specifications, identifying costs, obtaining resources (manpower, funding and training), testing, evaluating, planning, obtaining and managing life-cycle support (operations, maintenance and replacement). To be classified an acquisition position, those duties must be accomplished under the authority of DoD 7920.2-M (Automated Information System Life-Cycle Management Manual); if the duties required by a position do not meet the criteria in that instruction, then it is not normally an acquisition position.

CONTRACTING (INCLUDING CONSTRUCTION)

Develops, manages, supervises or performs policies and procedures involving the procurement of supplies and services; construction; research and development; acquisition planning; cost and price analysis; selection and solicitation of sources; preparation, negotiation and award of contracts through sealed bidding or negotiation procedures; and all phases of contract administration, termination or close out of contracts. Requires knowledge of the legislation; policies; regulations and methods used in contracting and knowledge of business and industry practices; sources of supply; cost factors; cost analyses techniques and general requirements' characteristics.

Representative position titles include: Procurement Analyst; Administrative Contracting Officer; Buyer; Contract Price and/or Cost Analyst; Contracting Officer; Contract Negotiator; Contract Specialist; Contract Administrator; Contract Termination Specialist; Procurement Contracting Officer; Procurement Agent and Termination Contracting Officer.

INDUSTRIAL PROPERTY MANAGEMENT

Manages, supervises, performs or develops policies and procedures for professional work involving the acquisition, control, management, use and disposal of government-owned property used by contractors or in storage to support future contractual requirements. Responsibilities include: providing guidance, counsel and direction to government and contractor managers and technicians relating to regulatory and contractual requirements for managing government property; participating in pre-award surveys and post-award reviews, reviewing contracts assigned for property administration; evaluating contractors' property management systems and approving or recommending disapproval of the systems; developing and applying property systems analysis programs to assess the effectiveness of contractors' government property management systems. These functions are normally performed by property administrators as prescribed by Parts 45 and 245 of the FAR and DFARS. Plant Clearance Officers are responsible for performing the duties necessary to dispose of excess and surplus contractor inventory in accordance with Part 45.6 of the FAR and Part 245.6 of DFARS requirements.

Representative position titles include: Industrial Property Management Specialist, Property Administrator, Industrial Plant Clearance Specialist, Plant Clearance Officer, Industrial Specialist of assigned to industrial property management responsibilities).

MANUFACTURING AND PRODUCTION

Assesses readiness and availability of information, energy, raw material, human and physical resources necessary to carry out production of defense goods; assesses the reasonableness, and provides recommendations, on contractor methodology, efficiency, cost, schedule. estimates-or data submissions; assembles and analyzes information relevant to manufacturing plannng, surveillance and production readiness with reviews and dissemination of results to appropriate officials; monitors status

of weapon system development and production contracts; assesses the impact in changes to weapon system development and production contracts; reviews contractor manufacturing facilities, organization, policies, procedures, practices, processes and methods to insure their efficiency and responsiveness in satisfying program and contractual requirements; manages programs and contracts for development of new, or tailoring of existing, manufacturing technology; analyzes or monitors planning of alternative production processes or resources necessary to meet alternative production schedules; designs a management system to ensure that all manufacturing functions are carried out efficiently or monitors the input and output of a contractor's system; monitors the determination of make/buy decisions to balance overall manufacturing resource requirements; analyzes or monitors the private sector production base to identify risks associated with limited availability and sole source dependencies so that plans for alternative production means can be established if required.

Acquisition-related manufacturing and production duties vary greatly in managerial, administrative and technical content. Some duties require professional scientific or engineering knowledge, where others require narrowly defined technical duties in the scope of nonprofessional special series Acquisition-related manufacturing and production duties nearly always involve program management or monitoring the manufacturing and production efforts of private sector contractors.

Acquisition-related manufacturing and production positions are normally located in headquarters' staffs; acquisition organizations' staffs; program offices; organizations located at contractor production sites and in the DLA Defense Contract Management Command.

PROGRAM MANAGEMENT

The Program Manager (PM) is the central position in the program management functional area. A PM is responsible for managing the optimum mix of cost, schedule, performance and system supportability throughout the life cycle (design, development, testing and evaluation, productton, modification and disposition) of the program. The PM has responsibility for one or more acquisition Program management includes other positions that directly or indirectly assist the PM in fulfilling responsibilities that implement the policies and procedures in DOD Directive 5000.1, Instruction 5000.2 and DoD 5000.2-M.

Program management positions can be either line or staff. Line program management positions include the following: the Acquisition Executives; Program Executive Officers (PEO); Deputy PEOs PMs and/or Direct Reporting PMs (DRPM); Deputy PMs and/or Deputy DRPMs: Staff program management positions include the following: designated positions on the Acquisition Commander's staff; Assistant PM positions; designated personnel on the PEO's or Program Manager's staff.

PURCHASING (INCLUDING PROCUREMENT ASSISTANT)

Purchases, rents or leases supplies, services and equipment through either formal open-market methods or formal competitive bid procedures, with the primary objective of the work being the rapid delivery of goods and services in direct support of operational requirements. Requires knowledge of commercial supply sources and of common business practices for roles, prices, discounts, deliveries, stocks and shipments. Duty titles include Purchasing Agent or Supervisory Purchasing Agent. Procurement Assistants provide clerical and technical support for purchasing, procurement and contract negotiation, administration and termination. Duty titles include Procurement Assistant or Supervisory Procurement Assistant.

QUALITY ASSURANCE

Evaluates DoD contractors' compliance with the technical and quality requirements of acquisition contracts; collects and performs analyses of contractor process data and examines adequacy of contractor processes to consistently produce conforming products and/or services; audits outcomes of production, i.e., floor-level and support processes; issues corrective action requests and continuous improvement opportunities; performs quality engineering functions; provides support (specialist and engineering to Quality Assurance (QA) personnel performing in-plant QA duties); reviews the QA requirements or QA-related areas of the acquisition plans and accompanying solicitations submitted by contracting activities for adequacy, currency and completeness; develops contract QA provisions for solicitationS; operates laboratory and test facilities to evaluate material acquisitions; supervises, directs and manages the QA workforce involved with the acquisition process; evaluates materials upon receipt at military supply storage facilities for compliance with the technical requirements for the contract; evaluates materials in stock to assure conformance to technical specifications; develops policies and procedures for personnel performing QA acquisition duties; audits and initiates corrective action requests in Compliance with component QA policy, procedures and programs.

Quality Assurance is a multifaceted career field that Performs in a variety of acquisition areas, development/production; contract administration and storage. The career field requires knowledge of regulations and methods used in contracting; business and industry practices and technical practices applicable to specific commodities.

Sample position titles: Quality Assurance Specialist (QAS); Supervisory Quality Assurance Specialist (SQAS); Quality Assurance Representative (QAR); Supervisory Quality Assurance. Representative (SQAR); Quality Assurance Assistant (QAA); Staff Quality Assurance Specialist; Mathematical Statistician; Quality Assurance Engineer; Supervisory Quality Assurance Engineer; Quality Engineer; Supervisory Quality Engineer; General Engineer; Supervisory General Engineer Pharmacist; physical Scientist; Chemist; Electronic Technician; Product Line Specialist (PLS); Quality Assurance Director; Quality Assurance Division Chief; Quality Assurance Branch Chief; Quality Assurance Section Chief; Product Auditor; Aircraft, Aerospace, Ammunition, Automotive, Chemicals, Clothing, Electronics, Materials, Mechanical, Medical, Nuclear Processes, Shipbuilding Computer Software, or Substance Quality Assurance Specialist, Aerospace, Materials, Electronics or Mechanical Engineer.

SYSTEMS PLANNING, RESEARCH, DEVELOPMENT AND ENGINEERING

Plans organizes, monitors, oversees and/or performs engineering activities that relate to the design, development, fabrication, installation, modification or analysis of systems or system components. Duties may require identification, establishment, organization or implementation of acquisition engineering objectives and policies or establishing specifications Includes system engineers as described in DOD Instruction 5000.2, Part VI, Section A, (Defense Acquisition Management Policies and Procedures).

Positions in this category are normally found in acquisition organizations, including program offices, and may be found in research, development and engineering centers; engineering centers or laboratories. The primary duties and functions are usually accomplished by scientists and engineers directly supporting acquisition programs, projects or activities (including medical). Pre-milestone zero efforts are not normally included unless they are part of a program comparable in magnitude to a major acquisition program. Types of responsibilities include planning, establishing and controlling resources for research and development and procurement programs of the above magnitude.

TEST AND EVALUATION ENGINEERING

Plans, monitors, conducts and evaluates tests of equipment, material and systems. assesses or evaluates test data and results, writes reports of findings. Work typically includes the following: modifying, adapting, tailoring or extending standard test and evaluation guides, precedents criteria, methods and techniques; categorizing test, data, equipment, material or systems deficiencies designing and using new test equipment, procedures and approaches. certifying equipment, material or systems readiness for operational testing; conducting and evaluating and/or analyzing test results; performing staff assignments such as technical consultant, planner evaluator-advisor and/or coordinator in a test and evaluating engineering organization or monitoring related activities at contractor facilities.

Individuals involved in test and evaluation engineering are typically found at test centers and ranges, responsible for performing developmental testing and supporting operational test and evaluation with the tri-services and several defense agencies. The concentration of individuals is at Major Range and Test Facility Base activities. Staff positions in test and evaluation are found in systems command headquarters, warfare centers, service staffs, PEO offices, DLA and OSD.

AMERICAN COUNCIL ON EDUCATION - SUBJECT AREAS

On pages 44 through 46 of the *Defence Acquisition University Directory: Satisfying Acquisition Corps Education Standards (ADS-93-OI-DIR)* there is a list of subject areas that the American Council on Education believes are related to business and management disciplines. The table below contains this information. This list is by no means an exclusive one. It is provided to give some additional guidance as you evaluate your prior course work. Use this list to evaluate your academic coursework for relevance to the business disciplines required for APC membership or 1102 or warranted contracting officer educational requirements.

Discipline	ACE Subject Area
Accounting	Cost Accounting Standards
Business Finance	Business Communications, Business and Personnel, Business Statistics, Cost Analysis, Financial Cost Management, Financial Planning and Analysis, Inventory Management, Resource Planning, Risk Analysis
Contracts	Acquisition Contracting, Acquisition Management, Business Communications in Contracting writing, Business Contract Law, Contract Administration, Contract Law, Contract Management, Contract Pricing and Negotiations, Contracting Management, Cost and Price Analysis, Government Contracting, Government Contract Law, Procurement, Procurement and Contracting, Procurement Management
Economics	Cost and Price Analysis, Cost Analysis, Economic Analysis, Economic Principles and Decision Making, Economics and Financial Management, Economics
Industrial Management	Automated Systems in Logistics Management, Civil Engineering Management Environmental Management, Engineering and Analysis, Logistics Management, Logistics and Materiel Management, Manufacturing Management, Materiel Acquisition Process and Support Systems, Property Disposal Management Supply Management Systems Management, Systems Engineering Technology, Warehousing Operations
Law	Commercial or Business Contracts, Contract Law
Organization and Management	Business Administration, Advanced Management (Math), Business Business Management, Business and Personnel Management, Computer Programming, Computer Programming and Systems Development, Computer Sciences Data Processing, Data Entry and Automated Systems Input, General Management, Human Resource Development, Leadership and Group Decision Process, Management Science Management and Leadership, Managerial Analysis Manpower Management, Materiel Management, Methods of Adult Education, Organizational Behavior Personnel Administration, Principles of Management, Quality and Reliability Assurance Research and Development Management, Strategic Management, Survey of Program Operations
Purchasing	Basic Purchasing
Quantitative Methods	Business Statistics, Computer Science, Decision Risk Analysis, Operations Research, Probability Statistics, Quantitative Analysis, Statistics

ACE CREDIT RECOMMENDATIONS

The information in this Appendix is taken from the Defense Acquisition University 1994-1995 catalog. The number of hours in the column on the right can be added in to your calculations of number of business credits you need to meet Acquisition Professional Community credit hour standards. Remember, they can only apply to the 12 credit hours of business -- you must have 24 in your career field to use these alternative credits. This restriction makes the equivalency useless for employees in the Contracting and Business, Cost Estimating, and Financial Management career fields. Please note that you cannot use these equivalencies to meet educational requirements for 1102 qualifications or for warranted contracting officer qualifications.

This table lists the DAU mandatory courses that have been evaluated for ACE credit.

DAU Course	Credit Hours
CON 101	3
CON 103	3
CON 104	4
CON 106	4
CON 201	3
CON 211	3
CON 221	3
CON 223	3
CON 233	2
CON 241	2
IRM 302	19
LOG 201	2
LOG 202	2
LOG 204/302	3
PMT 301	9
PQM 103	1
PUR 101	2
PUR 201	2
QUA 101	2
SYS 201	4

HOW TO READ THE ACQUISITION EMPLOYEE CAREER BRIEF

All the items on the Acquisition Employee Career Brief (ACQBR1) are discussed in order, left to right, top to bottom.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
EMPLOYEE-NAME	BBA		
SSN	BAA		
CMD			HRO USE
POI			HRO USE
CPCN			
ACQ CAT	CLB	121	This is the position category code. A = Program Management; C = Contracting; D = Industrial Property Management; E = Purchasing & Procurement; G & H = Production Resources; K = Business, Cost Estimating, & Financial Management; L = Acquisition Logistics; R = Communications/Computer Systems; S = Systems Planning, Research, Development, and Engineering; T = Test & Evaluation Engineering; V = Program Management Oversight; X = Education, Training, & Career Development; Y & Z = unknown
ACQ PS-ID	JYN	215	This field indicates if a position is critical or not. Values of 1, 2, and 5 are CAPs; values of 3 & 4 are not. [1 = CAP/not Division Head; 2 = CAP/Division Head; 3 = developmental acq. pos.; 4 = acq. pos. not developmental or critical; 5 = CAP/developmental.]
PP	JQJ	021	Pay plan: GS, GM, DP, ES, etc.
SER	JQP	046	Occupational series
GR	JA0		Grade
ST	M0E	124	Step
ACQ-CR-FLD-CURR	CK8	632	This is the primary career field. A = Program Management; C = Contracting; D = Industrial Property Management; E = Purchasing & Procurement; G & H = Production Resources; K = Business, Cost Estimating, & Financial Management; L = Acquisition Logistics; R = Communications/Computer Systems; S = Systems Planning, Research, Development, and Engineering; T = Test & Evaluation Engineering; Y & Z = unknown

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
ACQ-SP-ASGN	CLK	571	This field indicates if your position falls into one of several special assignment categories: A = PEO; B = Acat I or II PM; C = Acat I or II DPM; D = Senior Contracting Official; E = Education, Training, & Career Development position; F = contracting officer (above small purchase); G = PEO & contracting officer; H = PM & contracting officer; J = DPM & contracting officer; K = SCO & contracting officer; L = DPEO.
ACQ-PGM	CLG	419	This field indicates if your position supports an ACAT I or II program. We are required to report this for PM's and DPM's only. We do not want to report an ACAT level for other positions. This should generally be a blank or a "9." [blank = not applicable; 1 = ACAT I program; 2 = ACAT II program; 3 = ACAT I & II; 4 = ACAT III or IV; 5 = Air Force use only; 9 = none of the above]
CPO ID/UIC/MAJ CLAIM	BCA	025	These are codes to identify the servicing personnel office, the unit identification code, and the major claimant.
ORGANIZATION	JBM	055	The organization name
POSITION-TITLE	JPG		Title of the position
ACQ-CORPS-QUALIFIED	CKJ	211	If you are a member of the Acquisition Professional Community (Acquisition Corps in the other services), this will contain an "A." If you are not a member, it will contain an "N" or a blank. If it contains a "C" or "G", an error has occurred.
ACQ-LEVEL-ACHIEVD	CK5	359	This is the certification level you have achieved in your primary career field. [1 = level I, 2 = level II, 3 = level III, 9 = no level achieved]
DATE-ACH	CK6		The date you were certified to the level listed above.
ACQ-JOB-SP-1	CLD	418	This field is used for everyone whose primary career field is contracting or anyone who holds a warrant above small purchase. In the future it will also be used to identify tracks for people in the Business, Cost Estimating, and Financial Management career field. [blank = not applicable; 1 = primarily pre-award oriented; 2 = primarily post award oriented; 3 = cost & price analysis; 4 = both pre- and post-award oriented (this should not be used); 5 = post/station/installation (this should not be used); 6 = contracting for construction; 8 = none; 9 = unknown; B = Business & Financial Management; C = Cost Estimating]
ACQ-JOB-SP-2	CLF	610	This field is also used for everyone whose primary career field is contracting or anyone who holds a warrant above small purchase. [blank = not applicable; 1 = involved in the acquisition of information resources; 2 = involved in the acquisition of major systems; 3 = involved both in the acquisition of information resources and major systems; 8 = involved in neither; 9 = unknown]
CONSTRUCTION JOB-SITE	CLH	497	This field indicates if more than 50% of your time is spent at the contractor's job site. [N = no, Y = yes, blank = not applicable]
ACADEMIC DISCIPLINE	ECC	468	This is the academic discipline associated with your highest degree.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
YEAR DEG-ATT	EC1		This is the year your highest degree was attained.
ED-LEVEL	ECK	469	This is the highest level of education you have attained.
DT-ENTRD-CURR-GRD	GA2		This is the date you entered your current grade.
TNG-PGM	CLS	084	This field indicates special training programs unrelated to the Acquisition Workforce Program.
ACQ-QUALIFICATION-BASIS			The following fields indicate the basis by which you meet the qualification requirements for the Acquisition Professional Community. They may be filled in even if you are not a member of the APC. This allows management to assess how ready you are for APC membership.
GRD	CKC	575	1 = the grade requirements for APC membership are met (GS 13 and above); 2 = a waiver of the grade requirement was received. This latter is impossible in the Navy since our policy precludes it.
DEGREE	CKD	576	blank = not applicable; 1 = baccalaureate degree; 2 = waiver received; 3 = 10 years acquisition experience by 1 October 1991; 4 = in an acquisition position on 1 October 1991 but have less than 10 years acquisition experience as of that date plus have at least 24 semester hours in specified business disciplines.
HRS	CKF	577	blank = not applicable; 1 = 24 semester hours in specified disciplines; 2 = 24 semester hours in career field plus 12 in specified disciplines; 3 = 10 years of acquisition experience as of 1 October 1991; 4 = 24 semester hours in specified disciplines, some via DANTES exams; 5 = waiver received
EXP	CKG	575	blank = not applicable; 1 = requirement met; 2 = received waiver.
DATE	CKH		date of qualifications
ACQ-CONTR-OFF-QUAL			The following fields indicate the basis by which you meet the qualification requirements for contracting officers (with warrants above small purchase). These fields should be filled in if you have such a warrant.
COURSE	CKM	594	blank = not applicable; 1 = met requirement (for all contracting training at level of position); 2 = received waiver; 3 = requirement not applicable due to grandfather clause (same level as warrant held on 1 October 1993)
EXP	CKN	594	blank = not applicable; 1 = met requirement (for all contracting training at level of position); 2 = received waiver; 3 = requirement not applicable due to grandfather clause (same level as warrant held on 1 October 1993)
EDUC	CKP	578	blank = not applicable; 1 = baccalaureate degree; 2 = 24 semester hours in specified disciplines; 3 = 24 semester hours, some via DANTES; 4 = 10 years acquisition experience as of 1 October 1991; 5 = waiver received; 6 = requirement not applicable due to grandfather clause (same level as warrant held on 1 October 1993)

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
DATE	CKQ		date of warranted contracting officer qualifications
1102-QUAL-BASIS			If you are an 1102 employee, these fields indicate the basis by which you meet the education requirement for that series.
EDUC	CKT	578	blank = not applicable; 1 = baccalaureate degree; 2 = 24 semester hours in specified disciplines; 3 = 24 semester hours, some via DANTES; 4 = 10 years acquisition experience as of 1 October 1991; 5 = waiver received; 6 = requirement not applicable due to grandfather clause (in position on 1 October 1993)
DATE	CKU		date of 1102 qualifications
ACQ-SPECIAL-PROGRAM-ID			The following fields indicate whether or not you are participating or have participated in several programs designed for the acquisition workforce
INTERN	CKW	558	blank = not applicable; N = not currently in an acquisition intern program; P = previously in an acquisition intern program; Y = currently in an acquisition intern program
COOP	CKX	558	blank = not applicable; N = not currently in a cooperative education program; P = previously in a cooperative education program; Y = currently in a cooperative education program
TUITION	CKY	558	blank = not applicable; N = did not receive tuition assistance this fiscal year; P = received tuition assistance in the past but not this fiscal year; Y = received tuition assistance this fiscal year.
LOAN	CKZ	558	not applicable; there is currently no student loan repayment program.
ACQ-EXP-MONTHS	CK2		total months of acquisition experience. Should be current as of end of last month.
CONT-WARRANT-DATA			The following two fields indicate the type and amount of warrants you hold currently. There is room for 4 occurrences.
TYPE	CL2	453	blank = not applicable; A = PCO; B = ACO; C = TCO; D = CACO; E = PACO; F = PICO; X = none of the above; Z = no warrant granted.
AMOUNT	CL4	498	blank = not applicable; 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 or unlimited.
REVIEW-ASGN-INFO			Employees serving in critical acquisition positions have to be reviewed for possible rotation after 5 years. The following fields reflect the status of that review. Up to 4 occurrences can be shown.
CHANGE-CPCN	CMB		This is the position number of the position the employee held at the time of the review.
DT-START-POS	CME		This is the date the employee was assigned to the position shown to the in CHANGE-CPCN
REVIEW EFF-DATE	CMM		The effective date of the review
AUTH-1	CMN	463	Federal Personnel Manual authority codes

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
AUTH-2	CMP	463	Federal Personnel Manual authority codes
CAR CAT	CMQ	121	The primary career field at the time of the review
SPEC ASGN	CMR	571	Any special assignments held at the time of the review. See ACQ-SP-ASGN above.
PROG ID	CMS	419	The ACAT level of the program the employee was a PM or DPM of at the time of the review. See ACQ-PGM above.
ACQ-WAIVER-DATA-CONTR-OFF			The following fields describe a waiver of the qualification requirements for warranted contracting officers.
AUTH	CNC	620	This should have either a blank if there is no waiver or a "1" if there is. Any other value here is incorrect.
REASON	CND	621	This should have either a blank if there is no waiver or an "A" if there is. Any other value here is incorrect.
LEVEL	CNF	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other. The authority to grant these waivers has been delegated to the Senior Contracting Officials. This should be represented with a value of "3."
EDUC	CNG	623	If the education requirement for contracting officers has been waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
EXP	CNH	624	If the experience requirement for contracting officers has been waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
TRNG	CNJ	625	If the mandatory training requirement for contracting officers has been waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
ACQ-WAIVER-DATA-ACQ-CORPS			The following fields describe a waiver of the qualification requirements for Acquisition Professional Community membership.
AUTH	CNP	620	This should have either a blank if there is no waiver or a "3" if there is. Any other value here is incorrect.
REASON	CNQ	621	This should have either a blank if there is no waiver or an "A" if there is. Any other value here is incorrect.
LEVEL	CNR	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other.
EDUC	CNS	626	If the baccalaureate degree requirement for APC membership was waived, this will contain a "1." If the 24 semester hour in business disciplines requirement was waived, it will contain a "2." If both were waived, it will contain a "3." Otherwise it will have an "N" or blank.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
EXP	CNT	624	If the experience requirement for APC membership has been waived, this field will contain a "Y." Otherwise it will contain an "N" or blank.
MINIMUM-GRD-REQ	CNU	628	Navy policy does not allow a waiver of the grade requirement for APC membership. This field should always contain an "N" or blank.
WAIVER-DATE	CNV		This is the date the APC Qualification Waiver was granted.
ACQ-WAIVER-DATA-PM-DPM			These fields describe a waiver of the requirements for ACAT I and II Program Managers and Deputy Program Managers.
AUTH	CPB	620	This should have either a blank if there is no waiver or a "6" if there is. Any other value here is incorrect.
REASON	CPC	621	This should have either a blank if there is no waiver; an "E" if the reason for the waiver is that unusual circumstances, as determined by SECNAV, required a waiver; or an "F" if the reason for the waiver is that the individual's qualifications obviated the need to meet the requirement(s).
LEVEL	CPD	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other.
COURSE	CPF	625	If the mandatory training requirement (the Program Management Course) has been waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
PM-EXP	CPG	624	If a waiver of the experience requirement for ACAT I PM's and DPM's is granted, this field will contain a "1." If a waiver of the experience requirement for ACAT II PM's and DPM's is granted, it will contain a "2." Otherwise it will have an "N" or blank.
OTHER-EXP	CPH	631	If the requirement to have 2 years experience in a program office is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
CORPS-MEMBERSHIP	CPJ	627	If the requirement to be an APC member is waived, this field will have a "Y." Otherwise it will contain an "N" or blank.
WAIVER-DATE	CPK		This is the date the waiver was granted.
ACQ-WAIVER-DATA-PEO			These fields describe a waiver of the qualification requirements for Program Executive Officer.
AUTH	CPP	620	This should have either a blank if there is no waiver or a "6" if there is. Any other value here is incorrect.
REASON	CPQ	621	This should have either a blank if there is no waiver; an "E" if the reason for the waiver is that unusual circumstances, as determined by SECNAV, required a waiver; or an "F" if the reason for the waiver is that the individual's qualifications obviated the need to meet the requirement(s).
LEVEL	CPR	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
COURSE	CPS	625	If the mandatory training requirement (the Program Management Course) has been waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
PEO-EXP	CPT	624	If the 10 years of acquisition experience requirement for PEO's is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
CRIT-EXP	CPU	630	If the requirement to have 4 years of experience in critical acquisition positions is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
OTHER-EXP	CPV	631	If the requirement to have served previously as a program manager or deputy program manager is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
CORPS-MEMBERSHIP	CPW	627	If the requirement to be an APC member is waived, this field will have a "Y." Otherwise it will contain an "N" or blank.
WAIVER-DATE	CPX		This is the date the waiver was granted.
ACQ-WAIVER-DATA-SES			These fields describe a waiver of the requirement to meet SES qualifications.
AUTH	CP2	620	This should have either a blank if there is no waiver or a "6" if there is. Any other value here is incorrect.
REASON	CP3	621	This should have either a blank if there is no waiver; an "E" if the reason for the waiver is that unusual circumstances, as determined by SECNAV, required a waiver; or an "F" if the reason for the waiver is that the individual's qualifications obviated the need to meet the requirement(s).
LEVEL	CP4	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other.
SES-EXP	CP5	624	If the 10 years of acquisition experience requirement for SES's in acquisition positions is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
OTHER-EXP	CP6	630	If the requirement to have 4 years of experience in critical acquisition positions is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
CORPS-MEMBERSHIP	CP7	627	If the requirement to be an APC member is waived, this field will have a "Y." Otherwise it will contain an "N" or blank.
WAIVER-DATE	CP8		This is the date the waiver was granted.
ACQ-WAIVER-DATA-SENIOR-CONTR-OFFICER			These fields describe a waiver of the qualification requirements for Senior Contracting Officials.
AUTH	CQB	620	This should have either a blank if there is no waiver or a "6" if there is. Any other value here is incorrect.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
REASON	CQC	621	This should have either a blank if there is no waiver; an "E" if the reason for the waiver is that unusual circumstances, as determined by SECNAV, required a waiver; or an "F" if the reason for the waiver is that the individual's qualifications obviated the need to meet the requirement(s).
LEVEL	CQD	622	This is the level of the authority that approved the waiver. blank = not applicable; 1 = Service Secretariat (ASN(RDA)); 2 = DACM; 3 = ACPB; 4 = other.
EXP	CQF	624	If the 4 years of contracting experience requirement is waived, this field will contain a "Y." Otherwise it will have an "N" or blank.
CORPS-MEMBERSHIP	CQG	627	If the requirement to be an APC member is waived, this field will have a "Y." Otherwise it will contain an "N" or blank.
WAIVER-DATE	CQH		This is the date the waiver was granted.
REQUIRED TRAINING			Your personnel office may or may not use this area. If they do, it should contain up to 5 occurrences of required training, acquisition and non acquisition.
COURSE-NUMBER	FEB		This is the number of the course.
COURSE-TITLE	FGV		This is the title of the course.
PROJ-START-DATE	FGG		This is the date the course is scheduled to begin.
PRIORITY	FEJ	202	Your priority for the course.
TRAINING HISTORY			The courses listed below represent the acquisition courses (plus a few others) stored in your official personnel record. You may have taken other acquisition courses not shown here. If this is so, there is probably an error in the course numbers. Please contact your servicing personnel office.
COURSE-NUMBER	FLB EFD		This is the number of the course.
COURSE-TITLE	FMT EFL		This is the title of the course.
DATE-COMP	FMC EFC		This is the date the course was completed.
COURSE-GRADE	FMX	430	This is the grade received in the course.
TRAINING-SOURCE	FLU EFI	047 362	This is where the course was taught.

TITLE ON CAREER BRIEF	DIN	CT	EXPLANATION
TRAINING-METHOD	FMD EFH	118	This tells you if the course was on-site, classroom, satellite, fulfillment, etc.

CHAPTER 3: ACQUISITION TRAINING

Each acquisition career field has mandatory acquisition training associated with it. The DACM office requests quotas for the various courses largely on the basis of information contained in DCPDS. To determine quota requirements, we look at the primary career field and level required by the position, the training already completed by the incumbent of the position, as well as certification levels achieved. [2-II-1,2,4]

SECNAVINST 5000.36 requires that an Individual Development Plan (IDP) be developed for each acquisition employee. This should be an accurate statement of training requirements. (The Required Training area of the CD record can be used to store up to 5 occurrences of planned/needed training. This is explained in Chapter 13 of the DCPDS Users Manual.) These IDP's will not be automatically updated every time the mandatory training requirements change. If you choose to use this feature of DCPDS, you will need to maintain it so that it always reflects current mandatory training requirements. To help you determine who needs what courses, the DACM office will generate training deficiency reports for both military and civilian acquisition workforce members. This report will be distributed via the DACM bulletin board system.

Acquisition training is reported through the Army Training Requirements and Resources System (ATRRS). For this reason, as well as the fact that many HRO's do not use Form 15.56's to record the training, it may be difficult for you to maintain an accurate record of training received by employees you service. The DACM office, NCPDS-C, and the ATRRS staff are pursuing an automated interface between ATRRS and DCPDS to ensure that acquisition training completions are reflected accurately and with no duplicative data entry on your part. Until that interface is in place, you need to have employees tell you when training has occurred so that you can update their records.

Remember that employees can meet training requirements through a variety of means, including actual attendance at the course, correspondence, equivalence, and fulfillment. Only actual attendance information will be available on the report mentioned in the paragraph immediately above. We must rely on the employee informing the HRO that a correspondence course, an equivalent course, or a fulfillment has been completed. These must be entered into DCPDS as regular training histories.

You may use the *Acquisition Training Review and Correction Sheet* to "catch up" on training completions with your acquisition employees. It contains the information you need to populate the training events in DCPDS. Use the following table to convert schools to the proper school codes.

SCHOOL CODES:

AFIT	Air Force Institute of Technology, Wright-Patterson AFB, OH	02ACQ
ALMC	U.S. Army Logistics Management College, Fort Lee, VA	04ACQ
AMEC	Army Management Engineering College, Rock Island, IL	03ACQ
ASN(RDA)	Office of the Assistant Sec. of the Navy, Research, Dev., and Acq.	19ACQ
DLA	Defence Logistics Agency, Columbus, OH	18ACQ
DSMC	Defense Systems Management College, Fort Belvoir, VA	09ACQ
EUCOM	United States European Command Contract Training Office	21ACQ
IRMC	Information Resources Management College, Wash. D.C.	OBACQ
LOWRY	Lowry Technical Training Center, Lowry AFB, CO	14ACQ
NAMTO	Navy Acquisition Management Training Office, Norfolk, VA	15ACQ

NCAT	Naval Center for Acquisition Training, Norfolk, VA	15ACQ
NFCTC	Naval Facilities Contracts Training Center, Port Hueneme, CA	16ACQ
NWAC	Naval Warfare Assessment Center, Corona, CA	13ACQ
APPROVED COLLEGES & UNIVERSITIES		99ACQ
APPROVED NON-COLLEGE/NON-UNIVERSITY OFFERORS		98ACQ

for other acquisition schools not shown on this list, see local table #22.

UPDATE INSTRUCTIONS: Use PTI 7NL to add an occurrence to the Training History Area.
Use PTI 7NT to correct an occurrence in the Training History Area.
Use PTI 7NH to delete an occurrence from the Training History Area.

Specific instructions for coding and processing these PTI's are in the DCPDS Users' Manual, Chapter 13. The following are coding examples:

PTI 7NL   This is to add a course. Assuming no cost data are available, the following would add an occurrence of LOG202 taken at ALMC:

UXXCD SH 123456789 PTI 7.NL FHB XX4OJR2000. FHK 3. FHP A.
FHT 00000. FH2 930415. FH3 930426. FH6 A. FHQ 80.
FJH DEF BASIC LOG SPT AN. FHU 04ACQ. FHJ 1. FHL 3.

PTI 7NT   This is to correct a training record. This will change the generic SAID code 41100 to the specific SAID code for Government Contract Law (CON201) on CT 434 of 30BDP and the Training Vendor from 00000 to the code for AFIT from LT *22/047 - 02ACQ:

UXXCD SH 123456789 PTI 7NT FHB XX41100000. FWF 940515. FHU OZACQ.
FHB XX30BDPOOO. (DINS FHB and FWF must match what is currently in the record because the system uses this data to locate the occurrence to be corrected. Other DINS from PTI 7NT may be added if the data for those DINS needs to be corrected.)

PTI 7NH   This is to delete a training record:

UXXCD SH 123456789 PTI 7NH FHB XX41 100000. FQH 900211. (Input the course code that is in the record and the date completed that is in the record so the system can locate the course to delete.)

To correct or delete an older training history record which has been moved to the CE record overtlow area, see Chapter 13 of the DCPDS Users Manual.

ACQUISITION TRAINING REVIEW AND CORRECTION SHEET

This table is organized by career field using Defense Acquisition University (DAU) course numbers. If you have attended or fulfilled any mandatory acquisition training, indicate it on this table. See the list at the end of this section for the values to be used in the Method column. Write in the name or acronym of the school. For fulfillments, list the date the DD Form 2518 was approved as the start date. Leave the school and completion date blank. (The method will be "A".)

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
ACQ 101	40BU5 40BB1	Fundamentals of Systems Acquisition Management (DSMC, AFIT, ALMC) Fundamentals of Systems Acq. Mgt. (DSMC-26)				
ACQ 201	40BD6 40JHA	Intermediate Systems Acquisition (DSMC, AFIT) Intermediate Systems Acquisition, DSMC-37				
ACQ 401	40ABW	Senior Acquisition Course (ICAF)				
BCE 101	40Q1A	Fundamentals of Cost Analysis (ALMC)				
BCE 204	40Q2B	Intermediate Cost Analysis (AFIT)				
BCE 206	40Q2C	Cost/Risk Analysis (ALMC)				
BCE 207	40Q2D	Economic Analysis (ALMC)				
BCE 208	40Q2E	Software Cost Estimating (ALMC)				
BFM 201 (BCF 201)	40PCW	Systems Acquisition Funds Management (DSMC) Financial Management (DSMC)				
BFM 203 (BCF 202)	40Q2G 40QMK	Intermediate Contractor Performance Measurement Fundamentals (DSMC) Contractor Performance Measurement (DSMC) Advanced Contractor Performance Measurement (DSMC)				
BFM 204	40Q2A	Contractor Finance for Acquisition Managers (DSMC)				
BFM 209	40Q2F	Selected Acquisition Report (DSMC)				
BFM 210	40Q2J	Selected Acquisition Report Review (DSMC)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
CON 101	40BDQ	Contracting Fundamentals (ALMC, EUCOM, NCAT) Management of Defense Acquisition Contracts (Basic) (ALMC, DLA, NAMTO, EUCOM)				
	40PD6	Central Systems Level Contracting (Lowry)				
CON 102	40PEC	Operational Level Contracting Fundamentals (Lowry)				
CON 103	40HEI	Construction Contracting Fundamentals (NFCTC) Management of Defense Acquisition Contracts (Basic) (NFCTC)				
CON 104	40BDR	Contract Pricing (AFIT, EUCOM, NCAT) Defense Cost & Price Analysis/Negotiation (NFCTC) Defense Cost & Price Analysis/Defense Contr. Neg. Workshop (NFCTC) Principles of Contract Pricing (EUCOM, NAMTO, AFIT, DLA)				
CON 105	40QNU	Operational Level Contracting Pricing (Lowry) Organizational Level Contract Pricing (Lowry) Base Level Pricing (Lowry)				
CON 106	40BDU	Construction Contract Pricing (NFCTC) Defense Cost & Price Analysis/Negotiation (NFCTC) Defense Cost & Price Analysis/Defense Contr. Neg. Workshop (NFCTC)				
CON 201	30BDP	Government Contract Law (AFIT, NCAT, EUCOM, NFCTC) Base Contract Law (Lowry)				
	40PDT	Government Contract Law (Construction) (NFCTC)				
CON 211	40BDN	Intermediate Contracting (ALMC, DCPSO, NCAT, EUCOM) Intermediate Pre-Award Contracting (ALMC, DLA, EUCOM, NAMTO) Management of Defense Acquisition Contracts (Advanced) (ALMC, DLA, EUCOM, NAMTO) Pre-Award Contracting (ALMC, DLA, EUCOM, NAMTO, NFCTC) Advanced Contract Management (Construction) (NFCTC)				
CON 221	40BDO	Intermediate Contract Administration (NCAT, EUCOM) Intermediate Post-Award Contract Administration (AFIT, NAMTO) Contract Administration (Advanced) (AFIT, NAMTO)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
CON 222	40PDQ	Operational Level Contract Administration (Lowry) Organizational Level Contract Administration (Lowry) Basic Contract Administration (Lowry)				
CON 223	40BE4	Construction Contract Management (NFCTC)				
CON 231	40BCC	Intermediate Contract Pricing (DCPSO, NFCTC, AFIT, NCAT) Intermediate Cost and Price Analysis (AFIT) Cost and Price Analysis (AFIT) Introductory Quantitative Analysis (prior course) (AFIT) Quantitative Techniques for Cost & Price Analysis (AFIT)				
CON 232	40BKA	Overhead Management for Defense Contracts (DSMC, AFIT) Overhead Contract Management (AFIT, DSMC)				
CON 233	40QMF	Cost Accounting Standards Workshop (ALMC)				
CON 241	40PDY	Information Technology Contracting (NCAT) Automated Information Systems (AIS) Contracting (ALMC, NAMTO) Defense Contracting for Information Resources (ALMC)				
CON 301	40BB3	Executive Contracting (ASN(RDA)) Defense Acquisition and Contracting Executive Seminar (ASN(RDA))				
CON 311	40BCL	Executive Pre-Award Contracting (ALMC) Management of Defense Acquisition Contracts (Executive) (ALMC) Pre-Award Contracting Seminar (ALMC)				
CON 321	40BCM	Executive Contract Administration (AFIT) Executive Post-Award Contract Administration (AFIT) Contract Administration (Executive) (AFIT) Contract Administration Seminar (AFIT)				
CON 331	40BAD	Executive Cost and Price Analysis (AFIT) Advanced Contract Pricing (AFIT) Cost & Price Analysis Seminar (AFIT)				
CON 333	40BU7	Management for Contracting Executives (AFIT, ALMC, NCAT)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
CON 351	40QN3	Systems Contract Management for Noncontracting Personnel (DSMC) Contract Management for Program Managers (DSMC)				
GRT 101	40BU4	Grants Management (ALMC)				
IND 101	40PDM	Contract Property Administration Fundamentals (AFIT) Defense Contract Property Administration (AFIT) Industrial Contract Property Administration (AFIT)				
IND 102	40PDO	Contract Property Disposition (ALMC) Defense Contract Property Disposition (ALMC)				
IND 103	40BRL	Contract Property Systems Analysis (AFIT) Defense Contract Property Systems Analysis (AFIT)				
IND 201	40PDN	Intermediate Contract Property Administration (AFIT) Advanced Defense Contract Property Administration (AFIT) Advanced Property Administration (AFIT)				
IND 202	40BRM	Contract Property Management Seminar (AFIT) Executive Contract Property Management Seminar (AFIT)				
IRM 101	40JHD	Basic Information Systems Acquisition (IRMC)				
IRM 201	40QN5	Intermediate Information System Acquisition (IRMC)				
IRM 301	40Q07	Information Technology Procurement Strategies (IRMC) AIS Procurement Strategies (IRMC)				
IRM 302	40BA0	Information Technology Advanced Management Program AIS Advanced Management Program (IRMC)				
IRM 303	40BZE	Advanced Information Systems Acquisition (IRMC)				
LOG 101	40JR1 40QM3	Acquisition Logistics Fundamentals (AFIT) Basic Integrated Logistics Support (ALMC, NAMTO) ILS (Basic) (ALMC)				
LOG 102	40JQE	Fundamentals of Integrated Logistics Support (AFIT) Acquisition Planning and Analysis (AFIT)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
LOG 103	40QM3	Integrated Logistics Support Overview (NAVSUP) Navy ILS Overview (NAVSUP)				
LOG 201	40JR3 40JQH 40BCU	Intermediate Acquisition Logistics (ALMC, DSMC, AMEC) Integrated Logistics Support Management (DSMC) Management of Acquisition Logistics Course (DSMC)				
LOG 202	40JR2	Logistics Support Analysis (ALMC) Defense Logistics Support Analysis (Basic) (ALMC) Fundamentals of Basic Logistics Support Analysis (ALMC)				
LOG 203	40AKA 40QMC	(This used to be LOG 301) Reliability and Maintainability (AFIT) Reliability Centered Maintenance (AFIT, ALMC)				
LOG 204	40QMB 40QNI 40QNJ	(This used to be LOG 302) Configuration Management (AMEC) Configuration Management - Navy (NAVSUP) Introduction to Configuration Management (AFIT)				
LOG 205	40QBQ 40QM7	(This used to be LOG 303) Provisioning (AFIT) Army Provisioning Process (ALMC) Provisioning Management (AFIT)				
LOG 304	40AH1	Executive Acquisition Logistics Management (NPGS)				
PMT 101	40BB1	Fundamentals of Systems Acquisition Management (DSMC) System Acquisition Fundamentals (DSMC)				
PMT 201	40BD6	Intermediate Systems Acquisition (DSMC) Acquisition Basics Course (DSMC)				
PMT 202	40PAJ	Multinational Program Management Course (DSMC)				
PMT 203	40PAK	International Security Technology Transfer/Control (DSMC)				
PMT 301	40BBW	Program Management Course (DSMC)				
PMT 302	40BU1	Advanced Program Management (DSMC)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
PMT 303	40AH2	Executive Program Manager's Course (DSMC)				
PMT 304	40DAL	Advanced International Management Workshop (DSMC)				
PMT 341	40BCN	Systems Acquisition for Contracting Personnel (DSMC) Systems Acquisition Contracting (DSMC)				
PQM 101	40BU2 40BCS 40BCS 40QAN 40JQX	Production/Quality Management Fundamentals (AFIT) Quality Assurance Fundamentals (QUA101) DoD Acquisition Quality Assurance Fundamentals (AMEC-210) DoD In-Plant QA PRD101 Production Management Fundamentals/QUA101 QA Fundamentals				
PQM 103	40BAP	Defense Specification Management Course (ALMC)				
PQM 104	40PAH	Defense Specification Users Course (ALMC)				
PQM 201	40BU3 40JQY 40BD2 40QCZ 40BCR	Intermediate Production/Quality Management (AFIT, AMEC) Production Management 11-PPM-305 Defense Manufacturing Mgt. Course (DSMC-13) Acquisition Quality Assurance (ALMC-QC) Statistical Process Control QUA201 Intermediate Quality Assurance				
PQM 202	40PAM	Nondevelopmental Item Acquisition (ALMC)				
PQM 203	40PAN	Commercial Items Descriptions (ALMC)				
PQM 301	40HV2	Advanced Production and Quality Management (DSMC)				
PRD 101	40JQX	Production Management Fundamentals (AFIT) Production Management I (AFIT) Basic Production Management (AFIT)				
PRD 201	40JQY	Intermediate Production Management (AFIT) Production Management II (AFIT) Advanced Production Management (AFIT)				
PRD 202	40BD2	Defense Manufacturing Management (DSMC)				

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DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
PUR 101	40BCQ	Purchasing Fundamentals (ALMC, EUCOM) Small Purchase Fundamentals (ALMC, DLA, EUCOM, NAVSUP) Defense Small Purchase (Basic) (ALMC, DLA, EUCOM, NAVSUP) Basic Small Purchase (ALMC, DLA, EUCOM, NAVSUP)				
PUR 102	40PDZ	Operational Level Purchasing (Lowry) Organizational Level Small Purchase (Lowry) Apprentice Contracting Specialist (Lowry)				
PUR 201	40BCO	(This used to be PUR 301) Intermediate Purchasing (ALMC) Executive Small Purchase (ALMC) Defense Small Purchase (Advanced) (ALMC) Advanced Small Purchase (ALMC)				
QUA 101	40BCS	Quality Assurance Fundamentals (AMEC, DCPSO) DoD Acquisition Quality Assurance Fundamentals (AMEC) DoD In-Plant Quality Assurance (DLA) Fundamentals of Quality Assurance (DLA, AMEC)				
QUA 201	40BCR	Intermediate Quality Assurance (DCPSO, ALMC, NWAC) DoD Acquisition Quality Assurance (ALMC, DLA, NWAC) Advanced Quality Assurance (ALMC, DLA, NWAC) Statistical Process Control (DLA)				
QUA 301	40BCT	Executive Quality Assurance (ALMC) DoD Acquisition Quality Assurance Management (ALMC)				
SAM 101	40JHB	Basic Software Acquisition Management (DSMC)				
SAM 201	40JHC	Intermediate Software Acquisition Management (DSMC)				
SAM 301	40BU9	Advanced Software Acquisition Management (IRMC, DSMC)				
SYS 201	40BE2	Intermediate Systems Planning Research, Development and Engineering (NPGS, AMEC, DSMC) Systems Engineering Management (AMEC, DSMC) Advanced Systems Engineering Management (DSMC)				

DAU #	SAID code	Title (current title and vendor(s) followed by previous titles)	School	Method	Start YYMMDD	Completion YYMMDD
SYS 301	40HV1	Advanced Systems Planning Research, Development, and Engineering Management (DSMC)				
TST 101	40PC5	Introduction to Acquisition Workforce Test and Evaluation (DSMC, AFIT)				
TST 201	40BE3	Test and Evaluation Management (DSMC)				
TST 202	40QMI	Intermediate Test and Evaluation (NPGS, DSMC)				
TST 301	40QL9	Executive Test and Evaluation Management (NPGS, DSMC)				

TRAINING METHOD CODES (most frequently used codes are shown in **bold** typeface:

A   **Fulfillment (DD 2518)**
C   **Acceptable substitute/Other DAU Approved course**
J   **Multi-media (Audio-Visual/Teleconference, Computer Based, Satellite Television Network)**
1   On-the-job Training (formal)
2   Rotation of Work Assignment
4   Conference/Meeting/Symposium
5   Correspondence
6   Directed Study
7   **Classroom (resident at school)**
8   **Classroom (on-site)**
9   Tests/Equivalency

CHAPTER 4: CONTRACTING

The Acquisition Workforce Program contains a number of requirements affecting both 1102's and any individuals who possess a warrant above the small purchase level. These requirements are very important to the recruiting and placement of people in these positions. We'll deal first with requirements for 1102's, then for warranted contracting officers. An 1102 who holds a warrant above small purchase is affected by both sets of rules.

Management needs to consider the 1102 DAWIA requirements when hiring new 1102 employees, reclassifying someone into the 1102 series, or promoting existing 1102 employees. It might be a good idea to target existing 1102 employees who do not meet the requirements for tuition assistance and encouragement to meet the educational requirements. The warranted contracting officer requirements need to be considered upon granting of warrants. These requirements should also be considered when hiring or promoting someone to a position where it is known that they will be required to hold a warrant above small purchase. Note that the waiver authority for these two events may be different. For example, a Marine Corps civilian at some field activity may be required to hold a warrant where the warrant authority is the Naval Facilities Engineering Command. If this individual does not meet, let's say, the educational requirement, the Marine Corps Senior Contracting Official (SCO) can grant the 1102 waiver, while the NAVFAC SC0 must grant the warrant waiver. This situation is the exception rather than the rule, however. Generally the command that owns the position grants the warrant authority.

RULES FOR 1102 EMPLOYEES:

1. 1102 employees have statutory education requirements. [l-III-2,3] They must have a baccalaureate degree (any subject) or 24 semester hours in accounting, business finance law contracts, purchasing, economics, industrial management, marketing, quantitative methods or organization and management. They do not need to meet this educational requirement if they had 10 years of contracting experience **as of 1 October 1991.** According to the Law they are "excepted" from meeting the requirement. This is a permanent exception: they never have to meet the educational requirements. This differs considerably from the grandfathering provision described in paragraph #4 below.

2. These requirements must be met before an 1102 is hired or promoted. If the employee does not meet these requirements, an 1102 Waiver must be obtained **before** hiring or promotion. [1-111-4]

3. If an 1102 Waiver is granted to allow an employee to be hired or promoted, this waiver only covers the employee at the grade and position for which the waiver was granted. If management wishes to promote such an individual again, or move the individual laterally and they still do not meet the mandatory requirements, a new waiver must be obtained. The Warrant Waiver covers the current warrant at the current level. An increase in the warrant level requires a new Warrant Waiver. [l-III-4]

4. 1102 employees are "grandfathered" with regard to the grade they held on 1 October 1993 **if** they were serving in a contracting position on that date. This means that they do not have to meet the statutory 1102 requirements to remain in their current job or at any other job at that same grade or lower. In other words, management may move these grandfathered employees around without obtaining waivers as long as they do not promote them. [l-III-3]

DELEGATION OF AUTHORITIES: The authority to grant 1102 Waivers rests with the Senior Contracting Official (SCO) at the major command that "owns" the position. [l-III-4]

RULES FOR CONTRACTING OFFICERS:

Maintaining good quality data on contracting officers is made considerably more difficult by the fact that the personnel office is generally not "in the loop" for warranting issues.

1. Contracting officers with warrants above small purchase have statutory education, training, and experience requirements. (It has not yet been determined how these requirements will be affected by acquisition reform initiatives concerning the Simplified Acquisition Threshold.) The education requirement is a baccalaureate degree (any subject) **or** 24 semester hours in accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. They do not ever need to meet this educational requirement if they had 10 years of contracting experience **as of 1 October 1991.** The training requirement is completion of all mandatory courses for the contracting career field at the level required by the position. The experience requirement is 2 years of contracting experience. [l-III-2]

2. These requirements must be met before a warrant above small purchase is granted. If the employee does not meet these requirements, a Warrant Waiver must be obtained **before** granting of the warrant. [l-III-4]

3. A Warrant Waiver covers the current warrant at the current level. An increase in the warrant level would require a new Warrant Waiver. [l-III-4]

4. Warranted contracting officers with warrants above the small purchase level are "grandfathered" with regard to the warrant level they held if they were serving in a contracting position on 1 October 1993 Such employees may receive new warrants without requiring waivers if the level is the same as or lower than the warrant they held on 1 October 1993. [l-III-3]

DELEGATION OF AUTHORITIES: The authority to grant Warrant Waivers rests with the Senior Contracting Official (SCO). (SCO positions are listed in the SECNAVINST 5300.36.) The SCO at the Contracting Activity that grants the warrant may issue the Warrant Waiver.

You gathered information about 1102's and warrants through the data call. You must collect data for employees who did not complete a data call or employees who are new to the acquisition workforce. You may find the instruments at the end of this chapter helpful for both the collection and maintenance of data.

There are two DIN's that affect 1102 employees. The notes below reflect the numbering on the *1102 Qualification Information Sheet:*

CRT   ACQ-1l0-SRS-QUAL-BAS-ED   This DIN reflects the basis by which the 1102 employee meets his or her statutory education requirement. If you have an employee who has a degree, 10 years of contracting experience as of 1 October 1991, and 24 semester hours in business, the degree takes precedence. See the table below to examine all other combinations.

Block 1 (BA)	yes	no	no	no	no	no	no
Block 2 (24 hrs)*	X	yes	yes	no	no	no	no
Block 3 (Dantes)	X	no	yes	no	no	no	no
Block 4 (10 years)	X	X	X	yes	no	no	no
Block 5 (Waiver)	X	X	X	X	yes	no	no
Block 6 (grandfathered)	X	X	X	X	X	yes	no
DIN CKT should be coded:	1	2	3	4	5	6	*

*   In this case, there is a problem. It reflects an 1102 employee who was hired or promoted after 1 October 1993 and did not meet requirements. This employee probably needs an 1102 Waiver.

X   This symbol means that the response to this block doesn't matter; it may be checked or not.

CKU   ACQ-SERS-1 IOZQUAL-DATE   Insert the date the employee signed the *1102 Qualification Information Sheet.*

There are more DIN's affecting warranted contracting officers. The notes below reflect numbering on the *Warranted Contracting Officer Qualification Information Sheet:*

CKM   ACQ-CONTR-OFF-QUAL-CRSE   This corresponds to boxes 7, 8, and 9. If box #7 *is* checked, store a "1". If not, and box #8 is checked, store a "2". If neither box 7 nor 8 is checked and box #9 is, store a "3". If the employee does have a warrant above small purchase and has not checked any of the Training Requirement boxes, you have a problem: a Warrant Waiver was probably needed and was not obtained.

CKN   ACQ-CONTR-OFF-QUAL-EXPER   This corresponds to boxes 10, 11, and 12. If box #l0 is checked, store a "1". If not, and box #11 is checked, store a "2". If neither box 10 nor 11 is checked and box #12 is, store a "3". If the employee does have a warrant above small purchase and has not checked any of the Experience Requirement boxes, you have a problem: a Warrant Waiver was probably needed and was not obtained.

CKP ACQ-CONTR-OFF-QUAL-EDUC   This corresponds to boxes 1 through 6. You populate the DIN based on the same logic as for the 1102 qualification basis field (DIN CKT)

Block 1 (BA)	yes	no	no	no	no	no	no
Block 2 (24 hrs)*	X	yes	yes	no	no	no	no
Block 3 (Dantes)	X	no	yes	no	no	no	no
Block 4 (10 years)	X	X	X	yes	no	no	no
Block 5 (Waiver)	X	X	X	X	yes	no	no
Block 6 (grandfathered)	X	X	X	X	X	yes	no
DIN CKP should be coded:	1	2	3	4	5	6	*

*   In this case, there is a problem: a warrant above small purchase was granted, or the level was increased, after 1 October 1993 to an employee who did not meet requirements. This employee probably needs a Warrant Waiver.

X   This symbol means that the response to this block doesn't matter; it may be checked or not.

CKQ ACQ-CONTR-OFF-QUAL-DATE   Input the date the **Warranted Contracting Officer Qualifications Information** Sheet was signed.

WARRANT DATA: There is room to store up to S warrants for each individual. In the unlikely event that an employee holds more than 5 warrants currently, be sure to keep any PCO (Procuring Contracting Officer) warrants. Other than that, keep the warrants with the highest obligating limits.

CL2 WARRANT-TYPE   Input the DCPDS code shown in the shaded block of the warrant table. These come from CT 453.

CL3 DT-WARRANT-BEGIN   Input the "Date Issued" value shown in the warrant table.

CL4 WARRANT-AMOUNT   You will have to convert the "Obligating Limit" value shown in the warrant table to the following values, taken from CT 498:

CODE	RANGE of OBLIGATING LIMITS
1	no warrant amount granted
2	$0 through $25,000
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 or unlimited

CL5   DT-WARRANT-END   You cannot populate this DIN based upon the *Warranted Contracting Officer Qualifications Information Sheet.* A warrant is generally good for as long as an employee stays in his or her current position. If someone leaves your command, you ought to "close out" the warrant by inserting an end date here that corresponds with the employee's termination date. Use PTI COR to close out the warrant.

DCPDS UPDATE INSTRUCTIONS:

Warrant data is updated using group DIN CLl/01. If the employee does not currently hold a warrant use PTI DEL to delete all existing occurrences of warrant data in DINS CL2-CL5 (Group DIN CLl). Be careful not to delete occurrences of warrant data if they were updated directly to DCPDS since the data call was completed, unless you have more current data. See the DCPDS Users' Manual, chapter 20, pages 12 and 13 for more information.

EXAMPLE   To delete an occurrence:

            UXXCY SH 123456789 PTIDEL CLl/0l B93043____.

EXAMPLE   To add an occurrence:

            UXXCY SH 123456789 CLl/0l A90123_____.

EXAMPLE   To end an occurrence:

            PTI COR CLl/0l B930439508

1102 QUALIFICATIONS INFORMATION SHEET

For 1102 employees (check all boxes that apply):

1. ☐ I have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees.

2. ☐ I have completed 24 semester hours (or quarter hour equivalents) at an accredited institution of higher education in one or more of the following 10 disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

3. ☐ Some of the credit hours referred to in Block #2 above were obtained on the basis of the Defense Activity for Non-Traditional Support (DANTES) examinations.

4. ☐ I had 10 years of contracting experience as of 1 October 1991.

5. ☐ An 1102 Waiver was processed for me *for this position or promotion* on _____ (date) *[NOTE: 1102 Waivers are good for one job only. In other words, if you received a waiver to enter your previous position or for your previous promotion, that same waiver does not cover subsequent position changes or promotions. An 1102 Waiver is a management action; you may need to ask your supervisor about this.]*

6. ☐ On 1 October 1993 I was serving in a contracting position at my current grade _____.

EMPLOYEE SSN:		PAY PLAN, SERIES GRADE	
EMPLOYEE NAME:			
APPROVING OFFICIAL:			DATE:
SIGNATURE:			
TITLE:			

WARRANTED CONTRACTING OFFICER
QUALIFICATIONS INFORMATION SHEET

For warranted contracting officers with warrants above small purchase (check all boxes that apply).

EDUCATION REQUIREMENT:

1. ☐ I have a baccalaureate degree from an accredited institution authorized to grant baccalaureate degrees.

2. ☐ I have completed 24 semester hours (or quarter hour equivalents) at an accredited institution of higher education in one or more of the following 10 disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

3. ☐ Some of the credit hours referred to in Block #2 above were obtained on the basis of the Defense Activity for Non-Traditional Support (DANTES) examinations.

4. ☐ I had 10 years of contracting experience as of 1 October 1991.

5. ☐ A Warrant Waiver waiving the education requirement was processed for me on _____ (date).

6. ☐ On 1 October 1993 I held a warrant at the same level as my current warrant.

TRAINING REQUIREMENT

7. ☐ I have completed all mandatory acquisition courses for the contracting career field at the level required for my position.

8. ☐ A Warrant Waiver waiving the training requirement was processed for me on _____ (date).

9. ☐ On 1 October 1993 I held a warrant at the same level as my current warrant.

EXPERIENCE REQUIREMENT

10. ☐ I have at least 2 years experience in a contracting position (DoD or non-DoD).

11. ☐ A Warrant Waiver waiving the experience requirement was processed for me on _____ (date).

12. ☐ On 1 October 1993 I held a warrant at the same level as my current warrant.

List the obligating limit and date issued for all your current warrants:

TYPE OF WARRANT	DCPDS Code	DATE ISSUED	OBLIGATING LIMIT
Procuring contracting officer (PCO)	A		
Administrative contracting officer (ACO)	B		
Terminating contracting officer (TCO)	C		
Corporate administrative contracting officer (CACO)	D		
Principal administrative contracting officer (PACO)	E		
Provisional-item-order contracting officer (PIO)	F		
Other (Please list)	X		

EMPLOYEE SSN:	PAY PLAN, SERIES, GRADE	
EMPLOYEE NAME:		
APPROVING OFFICIAL:		DATE:
SIGNATURE:		
TITLE:		

CHAPTER 5: CERTIFICATION

DACM office guidance of 3 October 1994 ("Certification Requirements for Acquisition Workforce Members" and 8 December 1994 ("Certification Procedures for Career Field Level Certification" contained certification requirements in force from 1 January 1995 through 30 September 1995. Any approved career field certification requests signed during that period should be in accordance with those requirements. The requirements in effect for FY 96 were promulgated in a DACM office memo dated 1 October 1995. You may, however, receive photocopied certification checklists from the DAU catalog or your activity may have its own forma. Just make sure that whatever you receive reflects the certification requirements that were in effect when the certification was approved.

There is no place in DCPDS to contain highly detailed information on the separate training, education and experience requirements for each career field so partial meeting of requirements cannot be reflected. You must code the employee at the highest level for which he or she currently meets all requirements. In other words, don't code them at level II when they meet level III requirements as well, just because they occupy a level II position. Also, don't code them as having achieved a particular level on the basis of being signed up for a course. Make sure they have actually completed their training, experience, and education requirements.

Be aware that the rules for primary and subsidiary certification are different. To recap: an employee's primary career field is based upon the acquisition position category (DIN JYR) unless the position category is "V" for Program Management Oversight or "X" for Education, Training, and Career Development. (In those two cases, the employee must recommend and management approve a primary career field.) For example, if an employee is in a Systems Planning, Research, Development and Engineering (SPRDE) (JYR = S) position, his or her primary career field is SPRDE. If that employee is certified to a level in SPRDE and subsequently moves or is moved to an acquisition position coded as Test and Evaluation (T&E), his or her new primary career field is T&E. His SPRDE certification will become a subsidiary career field certification level.

RULES:

1. The primary career field is determined by the acquisition position category unless the category is "V" for Program Management Oversight or "X" for Education, Training, and Career Development. In those two cases, the employee with management's concurrence must choose a primary career field.

2. Employees assigned to acquisition positions on or after 1 October 1992 (for critical acquisition positions) or 1 October 1993 (for non-critical acquisition positions) must meet their primary career field certification requirements for the level required by their position within 18 months or receive a certification waiver,

3 Employees assigned to acquisition positions prior to 1 October 1992 (for critical acquisition positions) or 1 October 1993 (for non-critical acquisition positions) have to meet certification requirements by 31 March 1994 for non-CAPs and 31 March 1993 for CAPS. If they do not meet the requirements, they are automatically waived. No paperwork is needed to substantiate this. [2-III-2]

3. The level required by a position is a function of the grade of the position. See DIN JYL below. [2-I-3]

4. Once certified, always certified. In other words, an employee certified to a given level of a career field does not need to meet new requirements to remain certified. There is no "de-certification" process. [2-III-2]

5. For primary career field certification, employees must meet only the level required by their position; lower level requirements do not have to be met., In other words, a GM14 in the contracting career field only has to meet level III, not level I and/or level II. [2-III-3]

6. For subsidiary career field certification, employees must meet all prior levels as well. The only exception to this is an employee who moved from one career field to another and his or her old primary career field certification is now a subsidiary career field certification. For example an employee in a GS14 Systems Planning position is certified at level III in Systems Planning even though he does not meet levels I and II training in that career field. He then moves to a Program Management position and needs now to be certified in Program Management at level III. His level III Systems Planning certification is now a subsidiary career field. He does not need to go back and take levels I and II Systems Planning training to retain the level III certification. [2-III-4]

DELEGATION OF AUTHORITIES: SECNAV has delegated the authority to certify acquisition employees to the commanders of acquisition organizations. This authority may have been further redelegated. The authority to grant certification waivers has been delegated to the commanders of acquisition organizations with the following restrictions on redelegation: (1) waiver approval authority for levels I and II may be redelegated no lower than two tiers above the workforce member's supervisor or at the SES or Flag/General Officer level, whichever is lower; (2) waiver approval authority for level III may be redelegated no lower than to an SES or Flag/General Officer **in the same career field.** [2-III-l]

DINS:

JYL	ACQ-CAREER-LVL-REQD	You should have populated this DIN along with the other position related acquisition data. Take this opportunity to check it for accuracy. You also need to be aware of the level required. Review the coding instructions in Chapter 1 on Acquisition Positions. [l-I-3] The value input to DIN JYL flows to update DIN CLC on the CY record.
CK8	ACQ-EMPL-CAREER-FIELD-CY	This is the DIN that houses the primary career field. It should hold exactly the same value as DIN JYR unless JYR is an "X" or "V". [2-I-2,3]
CK5	ACQ-CAREER-LEVEL-ACHVD	This DIN holds the value for the primary career field level achieved. It should reflect the highest level achieved by an employee, assuming he or she has first met the level required by their position. Use the table on the next page to determine the level to be reflected in DIN CK5. Use PTI 3AQ to update DIN CK5.

Level Required (DIN JYL)	Employee meets requirements for:			Level Achieved (DIN CK5)
	Level I	Level II	Level III	
Level I DIN JYL = 1	yes	yes	yes	3
	yes	yes	no	2
	yes	no	yes	1
	yes	no	no	1
	no	yes	yes	9
	no	yes	no	9
	no	no	yes	9
	no	no	no	9
Level II DIN JYL = 2	yes	yes	yes	3
	yes	yes	no	2
	yes	no	yes	1
	yes	no	no	1
	no	yes	yes	3
	no	yes	no	2
	no	no	yes	9
	no	no	no	9
Level III DIN JYL = 3	yes	yes	yes	3
	yes	yes	no	2
	yes	no	yes	3
	yes	no	no	1
	no	yes	yes	3
	no	yes	no	2
	no	no	yes	3
	no	no	no	9

CK6 ACQ-DT-CAREER-LVL-ACHVD   Store in this DIN the date the certification application was approved. Again, this refers to the primary career field only. Use PTI 3AQ to update DIN CK6.

CK7 ACQ-CAREER-LVL-AUTH

This DIN is a 10 digit literal field. In other words, there is nothing to constrain you from putting in it any 10 alphanumeric characters you wish. Since DON has delegated the authority to approve career field certification to the acquisition organizations, we suggest that you input the term "LOCAL." Use PTI 3AQ to update DIN CK7. Be sure to space fill to the right. (Example: CK7 LOCAL _____.)

Example of an entire PTI 3AQ certification update:
UXXCY SH 123456789 PTI 3AQ CK5 W. CK6 941203. CK7 LOCAL

Ll B OCC-CERT-KD

This DIN holds subsidiary career field certification information. There are five occurrences available. Do not store duplicates within a career field. In other words, if an employee has been certified to level II in SPRDE and they subsequently attain level III, **replace** the level II entry with the level III entry. Yes, you are losing some information this way (the date the various levels were achieved). But you will probably run out of room quickly if you don't. Remember that the rules for subsidiary career field certification are different. They are not based on the level required for a position and previous levels must be met as well. Use the following table to determine the correct level achieved for the employee. You will then have to translate that level achieved to the proper code for DIN LIB. [2-III-4]

EMPLOYEE MEETS:			Certify at Level
Level I	Level II	Level III	
yes	yes	yes	III
yes	yes	no	II
yes	no	yes	I
yes	no	no	I
no	yes	yes	none
no	yes	no	none
no	no	yes	none
no	no	no	none

Now that you know the correct level at which to certify the employee, You need to translate that level to the proper code for DIN LlB. These values are taken from DCPDS Central Table 389:

CAREER FIELD	Level I	Level II	Level III
Program Management	AM1	AM2	AM3
Contracting	ACA	ACB	ACC
Industrial Property Mgt	AD1	AD2	AD3
Purchasing	AFC	AFD	AFE
Manufacturing & Prod.	AP1	AP2	AP3
Quality Assurance	AQ1	AQ2	AQ3
Business, Fin. Mgt.	AB1	AB2	AB3
Acquisition Logistics	AL1	AL2	AL3
Comm./Comp Science	AI1	AI2	AI3
Sys. Planning RD&E	AS1	AS2	AS3
Test & Evaluation	AT1	AT2	AT3

LlC DT-OCC-CERT-ISSUED   Insert here the date the employee achieved the level shown in DIN LlB.

DCPDS Example: PTI COR is used to correct the LICENSE-INFORMATION area (DIN LlA). You must identify the occurrence you wish to correct and reinput the correct data.

To change the date of the subsidiary certification:

ULDCA SM 123456789 PTI COR LlA102 AL2940610.

To delete an occurrence:

ULDCA SM 123456789 PTI DEL LlA102 AL2940610. (This deletes the second occurrence entirely.)

To add a subsidiary certification level (this uses a DIN data update):

ULDCA SM 123456789 LlA/0l AD2940211.

ACQUISITION PROFESSIONAL COMMUNITY MEMBERSHIP
Processing Instructions

Initial instructions for APC membership were issued by the DACM office in the fall of 1992 (as part of the "Train the Trainers" workshops). At that time, APC membership was available only for incumbents of critical positions who fully met the requirements (i.e., no waivers, no GS/GM 13's). Since then, the APC membership has been expanded and several other variations of the APC membership application form have been created. Any of the very early versions should have been processed long ago.

In the SECNAV, the APC application form has been omitted and the correct way to document APC membership is now through a memorandum. The format for the memorandum is in Appendix L of the SECNAV. The paragraph numbering suggested should make it fairly easy to convert this to data element values, but, as usual, people don't always follow suggestions exactly! The most important thing is to understand the rules and make sure they have been followed.

RULES:

1. APC membership is available only to acquisition workforce members and selectees to critical acquisition positions. (Selectees to GS/GM 13 positions are not eligible.) [2-IV-3]

2 Only critical acquisition position incumbents and selectees may have qualification requirements waived. If the letter requesting membership indicates that any requirements have been waived, copies of approved waiver forms should be available as well. [2-IV-7]

3. The grade requirement cannot be waived. [2-IV-3]

4. Although all APC members are in positions that require level III certification, completion of either level II or level III training suffices to meet the training qualification requirement. This is true even if there are no training requirements at one of those levels. NOTE: the employee **does not have to be certified to level II or III to become an APC member.** [2-IV-4]

5. If an employee is certified to level II or III in his or her primary career field, the APC training requirement is considered to be met, even if requirements have changed since the employee was certified. [2-IV-4]

6. After 1 October 1993, only APC members can be assigned to critical acquisition positions [l-V-1]. Employees who were in critical positions on 1 October 1992 are not required to become APC members to continue to hold that particular position. They should, however, be encouraged to join the APC so that the activity's flexibility in moving them is not impaired. [2-IV-1]

DELEGATION OF AUTHORITIES:

SECNAV has delegated the authority to grant APC membership as well as APC Selection Standards Waivers to the commanders of the acquisition organizations. The authority may be redelegated, but no lower than flag, general, or SES levels. All APC membership actions for SES personnel must be approved by ASN(RDA) via the DACM. [2-IV-2]

DINS:

DSC ACQ-CORPS-QUALIFIED

This is the "defining" DIN for APC membership. A member of the APC has an "A" in this DIN; all other acquisition workforce employees should have an "N." If you have an approved APC membership application, you should code an "A" in this DIN. This information will "flow" into the correct DIN in the CY file (DIN CKJ). Values of "C" or "G" are never correct for Navy. Use a DIN data update: Example: UXXCA SH 123456789 DSC A.

CKH ACQ-CORPS-APPOINT-DATE

This DIN should contain the date that the APC membership application was approved.

The APC Qualification DINS that follow store information on the basis by which an employee meets the APC selection standards. The DINS may already contain data, even though you are just now processing an employee's APC membership. You will need to overwrite any data existing in the DINS with the data from the APC membership application. If the APC membership application indicates that a waiver has been granted, you should have the supporting waiver information and you should process the waiver as well using PTI 5AQ (see the following chapter).

CKC ACQ-CORPS-QUAL-BASIS-GR

Since DON policy allows no waivers of this requirement, this DIN should always contain a "1". The Central Table allows a value of "2" to indicate a waiver, but you should never use this.

CKG ACQ-CORPS-QUAL-BASIS-EXP

The only allowable values are "1" for someone who met the requirement or "2" for someone who was waived. Remember, only employees who are incumbents of or selectees to critical acquisition positions can receive waivers of this selection requirement.

The instructions for coding the following education-related DINS are more complex. You will have to read the membership application letter carefully, and, perhaps, query DCPDS to double check the employee's current educational status. We can simplify the situation if we consider three facts:

1) Some people will meet the educational requirements through several means and will want to explain everything and "get credit" for all they have done. They are not, however, considering your confusion in reducing the application to codes!

2) Some people will indicate that they have waivers for some requirements when they did not need them. We do not want to process any unnecessary waivers. You need to check for this.

3)   If you examine the DODI 5000.55, you will see a sort of hierarchy among the various ways that educational requirements can be met. In other words, if an employ;: both a BA and meets the 10 year exception, code them as having a BA. Or, employee has 24 sem. hrs. in business, plus 24 in his or her career *field, plus 10 years experience as of 1 October 1991, code them as having 24 business hours. This does not reflect any judgment that some qualification bases are better than others. It is just that coding cannot be consistent without some ordering.

CKD	ACQ-CORPS-QUAL-BASIS-DEG	If the employee has a baccalaureate degree, no matter what else they say, code a "1" here. If they don't have a BA, but they do have 10 years of acquisition experience by 1 October 1991, code a "3". If they have neither of these, but were in an acquisition position on 1 October 1991 and have 24 semester hours in the required disciplines, code a "4". If and only if they meet none of these situations, and they say their degree requirement (or all the education requirements) were waived, and you have documentation to support it, code a "2".
CKF	ACQ-CORPS-QUAL-BASIS-HRS	If the employee has met the 24 semester hour requirement, no matter what else they say, code a "1" here If they don't meet the 24 hour requirement, but they do have 24 hours in their primary career field and 12 semester hours in the specified disciplines, code a "2" But remember, this option is not available for people whose primary career field is BFM or Contracting. If they met neither of these but did have 10 years acquisition experience as of 1 October 1991, code a "3". In the data call, we coded a "4" if they answered "yes" to the question about DANTES. Only three people got coded this way, SO we suspect that DANTES is not a popular option! Since you aren't likely to hear about the DANTES in the letter requesting membership, just forget about using a "4". Code a "5" if and only if they meet none of these situations, and they say their semester hour requirement (or all the education requirements) were waived, and you have documentation to support it.

APC SELECTION STANDARDS WAIVER
Processing Instructions

This waiver waives the requirement to meet one or more of the qualification requirements for APC membership (education, training, or experience). This waiver confers regular APC membership. The waiver needs to be reflected in two places: in the APC qualification basis DIN's (CKD, CKF, and CKG) and in the APC waiver DINs (CNP, CNQ, CNR, CNS, CNT, CNU, and CNV).

<u>RULES :</u>

1. Any of the APC selection standards can be waived except the grade requirement. [2-IV-7]

2. DO NOT PROCESS any unnecessary waivers. Always check the waivers, particularly if they are education waivers.

3. Waivers of APC selection standards are available only to incumbents of or selectees to critical acquisition positions. [2-IV-7]

4. Appendix M of the SECNAVINST 5300.36 provides the format to be used for documenting APC Selection Standards Waivers.

5. If an APC Selection Standards Waiver is required, it must be approved before the APC membership can be granted. [2-IV-8]

<u>DELEGATION OF AUTHORITY:</u>

SECNAV has delegated the authority to grant APC membership as well as APC Selection Standards Waivers to the commanders of the acquisition organizations. They may redelegate this authority no lower than flag, general offer, or SES level. All APC membership actions, including Selection Standards Waivers, for SES personnel must be approved by ASN(RDA) via the DACM. Before coding waiver data into DCPDS, it would be advisable to check the signatures on the documentation to ensure that the proper approvals were obtained.

<u>DINS:</u>

See the Acquisition Professional Community Membership Processing Instruction for information on how to populate DINs CKD, CKF, and CKG in the event a waiver is processed.

CNP ACQ-WAIV-AUTH-ACQ-CORPS	In all cases, code this DIN with a "3"
CNQ ACQ-WAIV-RSN-ACQ-CORPS	In all cases, code this DIN with an "A"
CNR ACQ-WAIV-LVL-ACQ-CORPS	If the waiver was signed by ASN(RDA), code this DIN with a "1". If the waiver was signed by the DACM, code it with a "2". (Waivers signed by these individuals will generally, but not always, be for SES personnel). Otherwise, code it with a "4".

CNS ACQ-CORPS-WAIV-EDUC

There are four possible ways this education section can be filled out. Use the following table to insert the proper code in DIN CNS:

baccalaureate	waived	waived	not waived	not waived
24 or 24/12 sem. hrs.	waived	not waived	waived	not waived
DIN CNS =	3	1	2	N

CNT ACQ-CORPS-WAIV-EXP

If this requirement is waived, code the DIN with a "Y". If this requirement is not waived, code it with a "N". Ignore the Central Table values for ACAT I and II PM's and DPM's. This table supports two different types of waivers and these other values do not apply to APC membership.

CNU ACQ-CORPS-WAIV-GRADE

Code this in all cases with an "N" since DON policy does not allow it.

CNV DT-WAIV-ACQ-CORPS-ELIG

Code this DIN with the date the waiver was approved.

DCPDS Example: This illustrates proper coding for a waiver of the baccalaureate degree for APC membership where the individual does meet the 24 semester hour requirement.

ULDCY SM 123456789 PTI5AQ CNP 3. CNQ A. CNR 4. CNS 1. CNT N. CNU N. CNV 950412.

The perceptive reader will notice that there are no instructions for coding training waivers. The DODI 5000.55 neglected to include the requirement to report these and DCPDS has not been modified to correct this omission. You cannot process such a waiver as a waiver. Do, however, follow the instructions for storing the document and sending copies to the appropriate parties.

CRITICAL ACQUISITION POSITION ASSIGNMENT WAIVER
Processing Instructions

A CAP Assignment Waiver waives the requirement to fill a critical acquisition position with an APC member. The waiver is granted to the activity, not to the employee. It allows the activity to assign a non-APC member to a particular CAP on a one-time basis. This waiver lasts only as long as the employee on whose behalf it was granted occupies the particular position for which it was granted. [l-V-3]

This waiver must be approved by the DACM. Expect very few of these. There is no DD form specified for this waiver, so you will receive it as correspondence (the format is contained in Appendix E of the SECNAV). Only approved waivers should be input into DCPDS. You have no provision for inputting disapproved waivers. [l-V-3]

RULES:

1. After 1 October 1993 only members of the APC can be placed in critical acquisition positions. If a command wishes to put a non-APC member in a CAP, there are three possible ways to proceed: a) if the employee meets APC qualification requirements, he or she should join the APC; b) if the employee does not fully meet APC requirements, the activity could process an APC Selection Standards Waiver to get him or her into the APC; c) if the employee does not meet APC requirements and the command does not wish to grant an APC Selection Standards Waiver, a CAP Assignment Waiver must be sought from the DACM. If the DACM does not grant the waiver, the employee cannot be placed in the CAP. [l-V-l]

2. Rule #l affects all assignments to CAPS after 1 October 1993, not just voluntary reassignments. During a reorganization or realignment, the command cannot move non-APC members into CAPS without waivers.

3. If a CAP Assignment Waiver is obtained from the DACM, it covers on a one-time basis a particular assignment to a particular CAP. Subsequent assignments to that CAP or subsequent assignments of that employee to other CAPS must be accompanied by new waiver requests. [l-V-3]

4. To obtain a CAP Assignment Waiver, the command must demonstrate that APC members are not available to fill the CAP. [l-V-3]

5. A CAP Assignment Waiver may be granted only if unusual circumstances justify the waiver or if it is determined that the individual's qualifications obviate the need for meeting the APC education, training, and experience standards. [l-V-3]

DELEGATION OF AUTHORITIES:

Only management officials authorized to grant APC membership can request a CAP Assignment Waiver. Approval authority is retained in the DACM offtce. No further redelegations are allowed by law. 11-V-3]

DINS:

CQM ACQ-WAIV-AUTH-OTHR-PSN   In all cases, code this DIN with a "6".

CQN ACQ-WAIV-RSN-OTHR-PSN   This DIN can be coded with either an "E" or an "F". If the narrative justification of the waiver indicates that the reason for the waiver is that the individual's qualifications obviate the need to meet APC qualification requirements, input an "F". If the narrative indicates that the reason is unusual circumstances, input an "E". If the letter implies that both situations are true, code an "F" unless instructions are attached that tell you to do otherwise.

CQP ACQ-WAIV-LVL-OTHR-PSN   Code this DIN with a "2", unless you see that the letter granting the waiver is signed by ASN(RDA). In that event, code a "1".

CQQ ACQ-CRIT-PSN-WAIV-OT-COR   Code this DIN with a "Y".

CQR DT-WAIV-OTH-CRIT-PSN-REQ   Input the date the waiver was approved.

1102 WAIVER
Processing Instructions

An 1102 Waiver waives the requirement to meet 1102 statutory education qualifications in order to fill a particular position. This waiver lasts only as long as the employee on whose behalf it was granted occupies the particular position for which it was granted. No DD forms are used to document this waiver, so you will receive it in the form of correspondence. The SECNAVINST, 5300.36 includes the format to be used in Appendix C. It is also used to document Warrant Waivers, so you will have to look closely to determine what is being waived. The SECNAV requires that the office initiating the waiver request indicate clearly what is being waived. If this has not been done and you cannot determine from the text of the waiver itself, you must seek clarification. [l-III-1]

RULES:

1. A person may not be employed in the GS-1102 occupational series unless he or she meets the statutory education requirement: [l-111-2]

> a) a baccalaureate degree; or
> b) 24 semester hours in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or
> c) acceptable equivalency examinations (DANTES); or
> d) 10 years of contracting experience on 1 October 1991

2 This requirement must be met before an individual is placed in an 1102 position. If the individual does not meet the requirement, an 1102 Waiver must be obtained, again before he or she can be placed in the position. [l-III-4]

DELEGATION OF AUTHORITIES :

SECNAV has delegated the authority to grant 1102 Waivers to the Senior Contracting Officials. This authority may not be further redelegated. [l-III-4,5] Please note that the term "Senior Contracting Official" is not the same as "the most senior contracting person" at your activity. The list of Senior Contracting Officials can be found in Appendix B of the SECNAV.

DINS.

CQ2	ACQ-WAIV-AUTH-1 1102-SER	Code this DIN with a "2".
CQ3	ACQ-WAIV-RSN-1102-SER	Code this DIN with an "A".
CQ4	ACQ-WAIV-LVL-1102-SER	Code this DIN with a "4".
CQ5	ACQ-WAIV-1102-SERS-QUAL	Code this DIN with a "Y".
CQ6	DT-WAIV-1102-SERS-QUAL	Input the date the 1102 Waiver was approved.

WARRANT WAIVER

A Warrant Waiver waives the requirement to meet statutory warranted contracting officer qualifications (education, training, and/or experience) for a particular warrant at a particular level or lower. In other words, if the contracting authority wishes to increase the warrant level for an employee who received his or her warrant on the basis of a Warrant Waiver, a new waiver is required. No DD forms are used to document this waiver, so you will receive it in the form of correspondence. The SECNAVINST 5300.36 includes the format to be used in Appendix C. It is also used to document 1102 Waivers, so you will have to look closely to determine what is being waived. The SECNAV requires that the office initiating the waiver request indicate clearly what is being waived. If this has not been done and you cannot determine from the text of the waiver itself, you must seek clarification. [I-III-l]

RULES:

1. A person may not receive a warrant above the small purchase level unless he or she meets the following qualifications: [l-III-2,3]

Education: [1-III-3]
    a) a baccalaureate degree; or
    b) 24 semester hours in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or
    c) acceptable equivalency examinations DANTES); or
    d) 10 years of contracting experience on 1 October 1991

Experience: [l-III-3]
    At least 2 years of contracting experience

Training: [1-III-2]
    All mandatory contracting training for the level of the position. In other words, a GS 12 receiving a warrant above small purchase must have completed mandatory level II contracting training. The training must conform to the "track" (i.e., pre-award, post-award) of the position.

2. Warrants are occasionally given to individuals in career fields other than contracting. In such a case, the training requirements for the warrant are still based on contracting training, not the mandatory training of the individual's career field. [l-III-2]

3. Individuals holding a warrant above the small purchase level on 1 October 1993 do not need to meet the mandatory warrant requirements to continue to hold that warrant or any other warrant at that level or lower. In other words, if an employee who held a $100,000 warrant at NAVSEA on 1 October 1993 and does not meet mandatory warrant requirements moves from NAVSEA to NAVAIR, NAVAIR may grant a warrant at that level or lower to the employee without processing a Warrant Waiver. [l-III-3]

4. Any necessary Warrant Waivers must be obtained before the individual is granted the warrant. [l-III-4]

DELEGATION OF AUTHORITIES:

Senior Contracting Officials have been delegated the authority to grant Warrant Waivers. This authority may not be redelegated. [l-111-5] Please note that the term "Senior Contracting Official" is not the same as "the most senior contracting person" at your activity. The list of Senior Contracting Officials can be found in Appendix B of the SECNAV.

DINS:

CNC ACQ-WAIV-AUTH-CONT-OFF   Code this DIN with a "1"

CND ACQ-WAIV-RSN-CONT-OFF   Code this DIN with an "A"

CNF ACQ-WAIV-LVL-CONT-OFF   Code this DIN with a "3"

CNG ACQ-CONTR-QUAL-WAIV-EDUC Code this DIN with a "Y" if the education requirement is waived. Otherwise code an "N".

CNH ACQ-CONTR-QUAL-WAIV-EXP   Code this DIN with a "Y" if the experience requirement is waived. Otherwise code an "N".

CNJ ACQ-CONTR-QUAL-WAIV-TNG   Code this DIN with a "Y" if the training requirement is waived. Otherwise code an "N".

CNK DT-WAIV-CONTR-OFFR-REQ   Code the date the Warrant Waiver was approved.

DCPDS Example of a Warrant Waiver based on lack of required training:

ULDCY SM 123456789 PTI5AQ CNC 1. CND 1. CNF 3. CNG N. CNH N. CNJ Y. CNK 940215.

CERTIFICATION WAIVER
Processing Instructions

A Certification Waiver waives the requirement to meet career field certification standards at the appropriate level for a particular position. It should be generated 18 months after an individual is assigned to a position if they have not yet been certified at the appropriate or higher level and they do not, in fact, meet certification requirements. Since these waivers do not have to be reported to OSD, there is currently no provision in DCPDS to store them. They must, however, be maintained at the activity.

RULES:

1. All acquisition positions have career field certification requirements. The requirements are based upon the level of the position which is based upon the grade of the position.

2. Individuals must meet these certification requirements within 18 months of being assigned to the position or obtain a Certification Waiver. [2-III-2]

3. Individuals assigned to acquisition positions coded as "V" for Program Management Oversight or "X" for Education, Training, and Career Development must meet level III certification in their primary career field within 18 months of being assigned to the position or obtain a Certification Waiver. [2-III-2]

4. A Certification Waiver only allows the individual to remain in his or her position without being certified. It does not result in the employee being certified. Nor does it remain with the employee if he or she moves to another position.

5. Certification standards for assignment to CAPS began on 1 October 1992. This means that anyone assigned to a CAP on or after 1 October 1992 must meet level III certification in their primary career field within 18 months of the date they were assigned. Certification standards for assignment to non-CAPS began on 1 October 1993. This means that anyone assigned to a non-CAP on or after 1 October 1993 must meet the appropriate level certification standards in their primary career field within 18 months of the date they were assigned. [2-III-2]

6. Employees assigned to their CAP prior to 1 October 1992 should have met certification requirements by 31 March 1993; employees assigned to their non-CAPS prior to 1 October 1993 should have met certification requirements by 31 March 1994. If they did not meet these deadlines, they were automatically waived and no formal documentation is required. [2-III-2]

DELEGATION OF AUTHORITIES:

SECNAV has delegated to the commanders of the acquisition organizations the authority to certify their workforce members and to grant certification waivers. Certification authority may be redelegated no lower than the workforce member's first level supervisor. Certification waiver authority may be redelegated no lower than: [2-III-1]

> for levels I and II, no lower than two tiers above the workforce member's supervisor, or at the Flag/General Officer/SES level, whichever is lower;
> for level III, no lower than Flag/General Officer/SES level **in the same functional career field.**

DINS.

No DINS are currently available to store information on Certification Waivers. The DACM office is working with NCPDS-C to determine a quick and effective solution to this problem.

TENURE OBLIGATION WAIVER
Processing Instructions

A Tenure Obligation Waiver waives the requirement to meet mandatory tenure obligations for critical acquisition positions. It should be generated whenever an employee serving in a CAP leaves before he or she has met the appropriate tenure requirement. It is a one-time waiver; in other words, it waives one person leaving one CAP early. Appendix G of the SECNAVINST 5300.36 shows the appropriate format to be used to document this waiver. Don't forget, any assignment change from a CAP must be documented as such in DCPDS, whether or not a Tenure Obligation Waiver is required. Refer to the section on CAP Assignment Changes for instructions.

A Tenure Agreement Waiver waives the requirement to sign a tenure agreement. These must be approved by the DACM and will be extremely rare. There is no place in DCPDS to store information about such a waiver. [l-V-7]

RULES :

1 Effective 1 October 1993, a person cannot be newly assigned or selected to fill a CAP unless the person signs a written agreement to remain in that position for a specified period of time or obtains a Tenure Agreement Waiver before appointment [l-V-7]. Persons who were in their current CAP on 1 October 1993 do not need to sign a tenure agreement and have no tenure obligation as long as they remain in that position. [1-V-4]

2 The tenure requirement for ACAT I PM's and DPM's is based on the program's milestones. For these individuals, the tenure requirement is completion of a major milestone closest to the day on which they will have served in their position for four years. ACAT I DPM's who leave their position early receive an automatic waiver if they move to another CAP. The reason for this is that Congress wanted to avoid having the PM and DPM of a major acquisition program move at essentially the same time, [l-V-l, l-VIII-l]

3. The tenure requirement for all other CAPS is three years. [l-V-4]

4. Tenure Obligation Waivers may be granted for the following reasons: a) humanitarian reassignment, discharge, or retirement; b) relief of duties and reassignment in the interest of the government; and c) promotion, where promotion in place is not allowed. [l-V-5,6]

5. Tenure Obligation Waivers are not required for individuals who are reassigned when a program is cancelled or merged with another program, or when an organizational realignment results in reassignment to an analogous position or where a promotion occurs as a result of accretion of duties. A Tenure Obligation Waiver is also not required when an ACAT I DPM is reassigned to another CAP. [l-V-6]

6. If someone has received a Tenure Agreement Waiver (a waiver of the requirement to sign a tenure agreement) from the DACM, this will not obviate the requirement to request a Tenure Obligation Waiver if the individual does not remain in the position for the required period of service. [l-V-7]

DELEGATION OF AUTHORITIES:

Only the DACM has the authority to approve Tenure Obligation Waivers and Tenure Agreement Waivers.

DINS:

CN2 ACQ-WAIV-AUTH-CRIT-ASGN	If the individual is not a PM or DPM of an ACAT I program, code this DIN with a "5". This will be the correct value 99.9% of the time. If the individual is a PM or DPM, of an ACAT I program, code the DIN with a "4".
CN3 ACQ-WAIV-RSN-GRIT-ASGN	Look at the waiver reason narrative in the letter requesting the waiver. If promotion is listed as the reason, code this DIN with a "B". If humanitarian reassignment/discharge is indicated (this includes retirement), code a "D". If reassignment in Government's interest" is indicated, code a "C". This represents the preferred order of the reasons; in other words, if more than one reason is cited, code the first one you can on this list: B-D-C.
CN4 ACQ-WAIV-LVL-CRIT-ASGN	Since this waiver can only be granted by the DACM, code this DIN with a "2".
CN5 DT-WAIV-CRIT-ACQ-ASSIGN	Code the date the form was approved by the DACM.

You will notice that the same DINS that hold CAP Assignment Waiver information (waiving the requirement to be an APC member to serve in a CAP) hold the Tenure Obligation Waiver information. If you have a case of the same person receiving both waivers, it will not be a problem as long as the two events do not occur in the same quarter. We report waivers to OSD in the quarter they were granted. Also, we expect to see very few of both these types of waivers, particularly since the authority to grant them has not been redelegated.

CAP ASSIGNMENT CHANGE
INSTRUCTIONS

Once a year, at the end of September, the Department of the Navy has to report to OSD and Congress on all acquisition workforce members who leave critical acquisition positions. They are reported in terms of how long they stayed in their CAP and whether or not their assignment change was compliant with tenure obligations. This report covers all incumbents of CAPS, even those who were in their positions long before the Acquisition Workforce Program took effect. DCPDS is supposed to generate the appropriate data fields automatically when an individual leaves a CAP, but you need to know the DINS that are involved so you can make corrections if needed. The logic used to "flow" values into these DINS is hampered by the fact that the date the individual entered his or her position may not be accurate, particularly if the position number has changed over time without real changes to the job.

RULES:

1. All CAPS carry tenure requirements: 3 years for most CAPS, program milestone-based tenure requirements for ACAT I PM's and DPM's. [l-V-1,2]

2. These tenure requirements do not affect incumbents of CAPS who held their current positions on 1 October 1993. [l-V-2]

3. All assignment changes from CAPS must be reported to OSD yearly, regardless of the date the incumbent entered his or her position. [DODI5000.55 10-l]

DELEGATION OF AUTHORITIES:

Tenure Obligation Waivers may be granted only by the DACM.

DINS:

Some of the DINS below are used only when PM's and DPM's of ACAT I programs leave their positions. Since you will not likely have correct milestone data, you may contact the DACM office to determine the correct values for these special DINS, or you may feel free to leave them blank. **You need to populate these DINS everytime someone at your activity leaves a CAP.** DCPDS will populate some of them for you automatically, but this can be a problem, since the system may think a real assignment change has occurred when it is really just some sort of realignment. In this case, you will need to delete values in these DINS.

CMB ACQ-ASGNMNT-CHG-CPCN	This DIN should contain the CPCN of the position the employee is leaving.
CMC ACQ-ASGNMNT-CHG-AGCY	Use Central Table 255 to determine the correct value.
CME ACQ-ASG-CHG-DT-START-PSN	Enter the date the individual began working in the CAP that he or she is leaving. This may or may not be the same as DIN J6A.

CMF ACQ-REVW-ASGN-RCD-TYPE	Code this DIN with a "5", unless the reassignment is part of a regular rotation review. In that case, follow the rotation review instructions.

CMH ACQ-REVW-ASGN-RFVW-COMPL	Leave this DIN blank, unless the reassigmnent is part of a regular rotation review. In that case, follow the rotation review instructions.

CMJ DT-LAST-MAIOR-MILESTONE	This DIN should be populated only for **PMs and DPMs of ACAT I programs.** For all other individuals, leave it blank. For the ACAT I PMs and DPMs, contact the DACM office if you wish to bring your data base up to date.

CMK DT-NEXT-MAJOR-MILESTONE	Same as above.

CML ACQ-REVW-ASGN-NOAC	This DIN holds the Nature of Action code to reflect the action involved for the individual who left his or her CAP. The most common codes are:

300, 301, 302, 303, 304	Retirement
312, 317	Resignation
330	Removal
351, 352, 353, 354, 356, 357	Termination
385, 386	Discharge
702	Promotion
703	Temporary promotion
721	Reassignment
740	Position change
790	Realignment

Consult your DCPDS Users' Manual for further details

CMM ACQ-REVW-ASGN-EFF-DATE	Enter the effective date of the position or assignment change.

CMN ACQ-REVW-ASGN-AUTH-1	These are the authority codes from Supplement 296-33 of the FPM. Use Central Table 463 for the values.

CMP ACQ-REVW-ASGN-AUTH-2	Same as above. Used when more than one code is required.

CMQ ACQ-REVW-ASGN-CAREER-CAT	This should be the primary career field at the time the change took effect. In an individual moved from career field "S" to "T", code an "S".

CMR ACQ-REVW-ASGN-SPEC-ASGN	If the individual held a warrant above small purchase in the job he or she left, code an "F". If the position category of the position left was "X", code an "E". See Central Table 419 for the other, very rare

occurrences for Program Executive Officers, Senior Contracting Officials, etc. If you wish to confirm these other situations with the DACM office, please feel free. to call.

CMS   ACQ-REVW-ASGN-PROG-ID   If the individual left a PM or DPM position with an ACAT 1 **or II** program, code a "1" if ACAT I, "2" if ACAT II.

Again, with regard to the ACAT I and II PM and DPM information, you probably will not know this. Unless you are at headquarters, you most likely are not dealing with such programs. Please call the DACM office with any questions. You may feel perfectly comfortable leaving all these ACAT I and II fields blank.

ROTATION REVIEWS
Processing Instructions

All incumbents of CAPS must be reviewed for possible rotation after five years in the job and yearly thereafter until and unless they are moved. The SECNAV does not prescribe procedures to follow; acquisition organizations must develop their own. You may wish to use the DD Form 2602 to record the results of the rotation reviews. If you choose to develop an alternate instrument, see the notes for improvements embedded in the DIN discussions below.

RULES:

1. All incumbents of CAPS must be reviewed on a periodic basis for rotation. The review will take place when the incumbent has been in the CAP for five years.   [l-V-7]

2. Beginning 1 June 1996, any one who has been in his or her same CAP for 5 years must be reviewed for rotation. [l-V-8]

3. Any incumbent of a CAP who is not reassigned as a result of a rotation review must be reviewed every year after the initial review. [l-V-8]

4. A record of each civilian rotation review must be maintained in DCPDS. A record of the results must also be part of the individual's official personnel record. [l-V-8]

5. A summary report of the results is due to the DACM office by 31 August each year, with the first report due 31 August 1996. This report will contain information on both military and civilian reviews. If you have kept good records in DCPDS, you will find this reporting requirement relatively easy to support. [l-V-8]

DELEGATION OF AUTHORITIES:

The SECNAV delegated to the commanders of acquisition organizations the authority to conduct rotation reviews. This authority may be redelegated. [l-V-7]

DINS.

For ease of discussion, the DIN's listed below are discussed as if the DD Form 2602 is used to record the results of the rotation review. As mentioned above, this form is not mandatory, but if your acquisition organization chooses to create an alternative instrument, you should include at least the blocks that are used to fill these DINS.

CMB ACQ-ASGNMNT-CHG-CPCN	This DIN should contain the CPCN of the position the employee is leaving. Use only if a rotation occurs as a result of the review. Otherwise, leave blank. [Block 4 of DD Form 2602]

CMC ACQ-ASGNMNT-CHG-AGCY   Use only if a rotation occurs as a result of a review. (Otherwise, leave blank.) Use Central Table 255 to determine the correct value.

CMD ACQ-ASG-CHG-DT-START-PSN   Enter the date the individual began working in the CAP that for which the rotation review occurred. [Block 13 of DD Form 2602] The DD Form 2602 suggests that a 4 digit date is required. DCPDS stores a 6 digit date and 6 digits are needed for reporting to OSD. If you create your own instrument, you ought to change this.

CMF ACQ-REVW-ASGN-RCD-TYPE   There are 4 possible values here, depending on whether or not a reassignment occurs as a result of the rotation review and whether it is an initial (5 year) or follow up (yearly) review. (The fifth value you see in the Central Table, "5", is used for assignment changes that were not the result of rotation reviews. See the CAP Assignment Change Section for information on this.) Use these codes:
1 = rotation resulting from initial 5 year review
2 = rotation resulting from follow up yearly review
3 = non-rotation resulting from initial 5 year review
4 = non-rotation resulting from follow up yearly review

The DD Form 2602 tells you clearly if a rotation is recommended or not. [Block 15] It does not, however, tell you if the review is an initial or follow up review. If you create your own instrument, you might wish to include a block to reflect this. If rotation is recommended, you should not code it as a rotation until the assignment change occurs. Don't forget, if a rotation occurs, you must code all the assignment change values as well. Those DINS are not repeated here. See the CAP Assignment Change Section for information on this.

CMH ACQ-REVW-ASGN-REVW-COMPL Enter the date the review occurred. You will find this in block 14 of the DD Form 2602. Again, there is a slight problem with this form. Block 14 calls for a 4 digit date. DCPDS allows a 6 digit date and, in fact, a 6 digit date must be reported to OSD.

CMJ DT-LAST-MAJOR-MILESTONE	This DIN should be populated **only for PMs and DPMs of ACAT I programs.** For all other individuals, leave it blank. For the ACAT I PMs and DPMs, contact the DACM office if you wish to bring your data base up to date. According to the DODI 5000.55, you would populate the milestone data for PMs and DPMs of ACAT I programs when they were reviewed, whether or not an assignment change takes place. Feel very comfortable leaving this blank.
CMK DT-NEXT-MAJOR-MILESTONE	Same as above.
CML ACQ-REVW-ASGN-NOAC	If DIN CMF has a "l", "2", or "5", this means that an assignment change did take place. Code the Nature of Action code that reflects the action involved for the individual who left his or her CAP. The most common codes are:

300, 301, 302, 303, 304   Retirement
312, 317   Resignation
330   Removal
351, 352, 353, 354, 356, 357 Termination
385, 386   Discharge
702   Promotion
703   Temporary promotion
721   Reassignment
740   Position change
790   Realignment

Consult your DCPDS manual for further details

CMM ACQ-REVW-ASGN-EFF-DATE	Use only if a rotation does occur as a result of a rotation review. Enter the effective date of the position or assignment change.
CMN ACQ-REVW-ASGN-AUTH-1	Use only if a rotation does occur as a result of a rotation review. These are the authority codes from Supplement 296-33 of the FPM. Use Central Table 463 for the values.
CMP ACQ-REVW-ASGN-AUTH-2	Same as above. Used when more than one code is required.
CMQ ACQ-REVW-ASGN-CAREER-CAT	This should be the primary career field at the time the rotation review took effect. If a rotation occurs and an individual moved from career field "S" to "T", code an "S".

CMR ACQ-REVW-ASGN-SPEC-ASGN   If the individual holds or held a warrant above small purchase in the CAP he or she was reviewed for, code an "F". If the position category of the position is "X", code an "E". See Central Table 419 for the other, very rare occurrences for Program Executive Officers, Senior Contracting Officials, etc.

CMS ACQ-REVW-ASGN-PROG-ID   If the individual reviewed is a PM or DPM with an ACAT I or II program, code a "1" if ACAT I, "2" if ACAT II.

CMT ACQ-REVW-ASGN-REVW-DUE   You may use this DIN to hold the date on which an individual is scheduled for review. It may be helpful to you in planning, particularly planning for 1996. If you are using DD Form 2602, you will find this date (regrettably compressed, again, to 4 digits) in Block 16.

Again, with regard to the ACAT I and II PM and DPM information, you probably will not know this. Unless you are at headquarters, you most likely are not dealing with such programs. Please call the DACM office with any questions. You may feel perfectly comfortable leaving all these ACAT I and II fields blank.

PEO WAIVER
Processing Instructions

This waiver waives the requirement to meet statutory PEO qualification requirements for one assignment to a PEO position. It is good only for the individual and position for which it is granted. At the current time, Navy has 8 PEO's. They are all at headquarters. These instructions are keyed to the receipt of a DD Form 2597, a form which may be used to document PEO Waivers. (The use of this form is not mandatory.) If you believe that the form was generated in error, contact the DACM office for clarification.

RULES:

1. Anyone assigned to a PEO position on or after 1 October 1992 must have met the following requirements prior to assignment (or else a PEO Waiver was required): [l-IV-l]

   a) 10 years of acquisition experience, 4 of which were in a CAP
   b) Prior experience as a PM or DPM
   c) Completion of the Program Management Course

Anyone assigned to a PEO position on or after 1 October 1993 must have met all those requirements plus two others: [l-IV-l]

   d) they must be a member of the APC
   e) they must sign a tenure agreement for 3 years

2. An individual serving in a PEO position on 1 October 1992 need not meet these requirements to continue to hold the position. It should be noted, however, that there were some PEO requirements that were in place prior to the start of the Acquisition Workforce Program. Contact the DACM office if you have questions. [l-IV-2]

3. These requirements may be waived. [l-IV-3]

4. An APC member who does not meet the experience or training requirement can be assigned to the position for up to 6 months without a waiver. [l-N-3]

DELEGATION OF AUTHORITIES:

PEO Waivers are managed by the DACM office and approved by ASN(RDA). [l-IV-3]

DINS.

CPP   ACQ-WAIV-AUTH-PEO   Code this DIN with a "6".

CPQ ACQ-WAIV-RSN-PEO   The DD Form 2597 does not spell out the correct value for this DIN. The possible values are "E" for "unusual circumstances as determined by SECDEF or SECNAV; and "F" for "individual's qualifications obviate the need for meeting the established education, training, and experience

requirements". You'll have to read the narrative and make a determination. Most times, an "F" will be appropriate.

CPR ACQ-WAIV-LVL-PEO — Usually these waivers are signed by the DACM. If so, code a value of "2". If the waiver is signed by ASN(RDA) or SECNAV, code a "1".

CPS   ACQ-CRIT-PSN-WAIV-EO-CRS — If Block 14 "Absence of Program Management Course" is checked, code this DIN with a "Y". Otherwise, code an "N".

CPT ACQ-CRIT-PSN-WAIV-EO-EXP — If Block 14 "Absence of Ten Years' Acquisition Experience" is checked, code this DIN with a "Y". Otherwise, code an "N".

CPU ACQ-CRIT-PSN-WAIV-EO-CEX — If Block 14 "Absence of Four Years' Experience in Critical Acquisition Positions" is checked, code this DIN with a "Y". Otherwise, code an "N".

CPV ACQ-CRIT-PSN-WAIV-EO-PMX — If Block 14 "Absence of Program Manager/Deputy Program Manager Experience" is checked, code this DIN with a "Y". Otherwise, code an "N".

CPW ACQ-CRIT-PSN-WAIV-EO-COR — If Block 14 "Non-Acquisition Corps Member" is checked, code this DIN with a "Y". Otherwise, code an "N".

CPX DT-WAIV-PEO-QUALS — Code the date the waiver was approved (Block 17d)

SES WAIVER
Processing Instructions

This waives the requirement for one individual to meet statutory SES qualifications for a particular position. You may use a DD Form 2599 to document the SES Waiver. [l-IV-3]

RULES:

1. Effective 1 October 1993, before a member of the SES. can be assigned to an acquisition position, he or she must have at least 10 years of acquisition experience, 4 of which were in CAPS. The individual must also be a member of the APC. [l-IV-l]

2. SES members who were in their CAPS on 1 October 1993 do not need to meet these experience requirements in order to continue to hold their position. [I-IV-l]

3. These requirements may be waived. [l-IV-3]

4. An APC member who does not meet the experience requirements can be assigned to the position for up to 6 months without a waiver. [l-IV-3]

DELEGATION OF AUTHORITIES:

SES Waivers are managed by the DACM office and approved by ASN(RDA). [l-IV-3]

DINS.

CP2	ACQ-WAIV-AUTH-SES	Code this DIN with a "6"
CP3	ACQ-WAIV-RSN-SES	This will be coded with an "E" for "Unusual Circumstances" or "F" for "Individual's Qualifications Obviate the Need . . . " . The problem is that the DD Form 2599 doesn't distinguish. Unless the narrative stresses some unusual circumstances, code an "F".
CP4	ACQ-WAIV-LVL-SES	Code this DIN with a "2" if the DD Form 2599 is signed by the DACM. If it is signed by ASN(RDA) or SECNAV or any other ASN, code a "1".
CPS	ACQ-CRIT-PSN-WAIV-SE-EXP	If Block 14 "Absence of Ten Years' Acquisition Experience" is checked, code a "Y". Otherwise, code an "N".
CP6	ACQ-CRIT-PSN-WAIV-SE-CEX	If Block 14 "Absence of Four Years' Experience in Critical Acquisition Positions" is checked, code a "Y". Otherwise, code an "N".

CP7 ACQ-CRIT-PSN-WAIF'-SE-COR   If Block 14 "Non-Acquisition Corps Member" is checked, code a "Y". Otherwise, code an "N".

CP8   DT-WAIV-SES-REQ   Code the date the SES Waiver was approved. (Block 17d)

ACAT I & II PM/DPM WAIVERS
Processing Instructions

This waives the requirement to meet statutory ACAT I & II requirements for PMs and DPMs. It is good only for the individual and position for which it is granted. You may use a DD Form 2595 to document this waiver.

RULES:

I. **ACAT I PM:** Before DAWIA was enacted, PMs of ACAT I programs had to have completed the Program Management Course and they also needed 8 years of acquisition experience. They also had a tenure requirement based on either 4 years of service or the closest milestone to 4 years. As of 1 October 1991, the requirement to have 2 years of program office experience was added and the tenure requirement was changed to reflect staying in the job through completion of the milestone closest to 4 years. The requirement to sign a tenure agreement was also added. Persons in their ACAT I PM positions on 1 October 1991 did not need to meet these new requirements to be able to stay in their positions. As of 1 October 1993, a requirement was added that such positions must be filled by APC members. [l-IV-l,2]

2. **ACAT I DPM:** Before DAWIA was enacted, there were no requirements for DPMs of ACAT I programs. As of 1 October a tenure requirement was instituted which required the DPM to stay in the position through the milestone closest to 4 years. A tenure agreement was also added. As of 1 October 1992, persons assigned to ACAT I DPM positions had to have completed the Program Management Course and had to have 8 years of acquisition experience, 2 of which were in a program office. A DPM sitting in his or her position on 1 October 1992 did not have to meet these new requirements to stay in the position. As of 1 October 1993, the requirement to be a member of the APC was added. Subsequent legislative changes reduced the experience requirement to 6 years. In addition, the tenure requirement is automatically waived for an ACAT I DPM if that individual moves to another CAP. [l-IV-2]

3. **ACAT II PM:** Before DAWIA was enacted, there were no requirements for PMs of ACAT II programs. As of 1 October 1991, before a person could be assigned to an ACAT II PM position, he or she needed to have completed the Program Management Course and have 6 years of acquisition experience. Someone serving in such a position on 1 October 1991 does not need to meet these requirements to continue serving in the position. As of 1 October 1993, two additional requirements were added: APC membership and a 3 year tenure agreement. Since all these positions are CAPS, these last two requirements are not surprising. [l-IV-2]

4. **ACAT II DPM:** The first requirements for ACAT II DPMs became effective 1 October 1992. They are: completion of the Program Management Course and 6 years of acquisition experience. Persons in their jobs on 1 October 1991 do not need to meet these requirements to stay in their positions. On 1 October 1993 the CAP requirements (APC membership and 3 years tenure) were added. Subsequent legislative action reduced the experience requirement to 4 years. [l-IV-2]

5. In all cases above where it says persons in their jobs on 1 October 1991 do not need to meet the requirements to continue serving in the position it really does mean 1 October 1991; someone hired on 1 November 1991 would need to meet the requirements.

6. All these requirements can be waived. [l-IV-3]

7. An APC member has 6 months to meet these requirements before a waiver is required. [1-1V-3]

<u>DELEGATION OF AUTHORITIES:</u>

The authority to grant ACAT I and II PM and DPM Waivers cannot, by law, be redelegated below the level of the DACM. Sometimes they are signed by ASN(RDA). [l-IV-3]

DINS:

When filling out the waiver form (DD Form 2595), Block 16 should be used for ACAT I PMs and DPMs and Block 17 should be used for ACAT II PMs and DPMs. Block 13 tells you whether the individual is ACAT I or II; Block 15 tells you PM or DPM. Bear in mind that these waivers are often granted well in advance of an individual assuming a PM or DPM position. Waivers should however, be documented in DCPDS as soon as they are granted, even if the individual has not yet reported to the position for which the waiver was granted.

CPB ACQ-WAIV-AUTH-PM-DPM	Code this DIN with a "6"
CPC ACQ-WAIV-RSN-PM-DPM	You have a choice of two codes here; you have to pick based on the narrative justification in Block 19. A code of "E" means "unusual circumstances" while "F" means that the individuals qualifications obviate the need to meet the requirements. By far the most common will be "F".
CPD ACQ-WAIV-LVL-PM-DPM	If the waiver is signed by the DACM, code a "2". If signed by SECNAV or ASN(RDA) code a "1".
CPF ACQ-CRIT-PSN-WAIV-PM-CRS	If Block 16 or 17 "Non Program Management Course Graduate" is checked, code a "Y". Otherwise, code au "N".
CPG ACQ-CRIT-PSN-WAIV-PM-EXP	If Block 16 "Absence of Eight Years' Acquisition Experience" is checked, code a "1". If Block 17 "Absence of Six Years' Acquisition Experience" is checked, code a "2". Otherwise, code an "N".
CPH ACQ-CRIT-PSN-WAIV-PM-SPO	If Block 16 "Absence of Two Years' Experience in a Systems Program Office or Equivalent" is checked, code a "Y". Otherwise, code an "N".
CPJ ACQ-CRIT-PSN-WAIV-PM-COR	If Block 18 "Absence of Acquisition Corps Membership" is checked, code a "Y". Otherwise, code an "N".
CPK DT-WAIV-PM-DPM-QUALS	Code the date in Block 21c.

SENIOR CONTRACTING OFFICIAL WAIVER
Processing Instructions

This waives the requirement to meet statutory Senior Contracting Official requirements for an assignment. It applies only to the individual and position for which granted. There is no form to document this waiver. See the approved format in Appendix D of the SECNAVINST 5300.36. Remember, there is a very small number of Senior Contracting Officials and they are mostly at headquarters. You should not see this type of waiver very frequently.

RULES:

1. As of 1 October 1993, to be employed in a Senior Contracting Official position, an individual must have at least 4 years of acquisition experience and must be a member of the APC. [l-III-3]

2. This requirement can be waived. [l-III-4]

3. An APC member has 6 months to meet the requirement before a waiver is needed. [l-III-3]

DELEGATION OF AUTHORITIES:

The authority to grant Senior Contracting Official Waivers resides with the DACM. It cannot, by law, be further redelegated. [l-III-5]

DINS

CQB ACQ-WAIV-AUTH-SEN-CONT	Code this DIN with a "6".
CQC ACQ-WAIV-RSN-SEN-CON	You have to choose between two codes, based on the narrative justification in the letter. A code of "E" means that unusual circumstances justify the waiver; a code of "F" means that the individual's qualifications obviate the need to meet the requirements. By far the majority of these waivers should be coded with an "F".
CQD ACQ-WAIV-LVL-SEN-CONT	Since the DACM retains the authority to approve these, code a "2".
CQF ACQ-CRIT-PSN-WAIV-SR-EXP	If the letter indicates that the individual lacks four years' contracting experience, code a "Y". Otherwise, code an "N".
CQG ACQ-CRIT-PSN-WAIV-SR-COR	If the letter indicates that the individual is not a member of the APC, code a "Y". Otherwise, code an "N".
CQH DT-WAIV-SEN-CONT-REQ	Code the date the waiver was approved by the DACM.

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