

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington DC 20350-1000

w/ch 1  
CH-1 of 2 August 1996  
SECNAVINST 5300.36  
ASN(RD&A)/DACM  
31 May 1995

SECNAV INSTRUCTION 5300.36

From: Secretary of the Navy  
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY  
ACQUISITION WORKFORCE  
PROGRAM

Ref: (a) DODI 5000.58 of 14 Jan 92  
(NOTAL)  
(b) DODD 5000.52 of 25 Oct 91  
(NOTAL)

R) (c) DOD Manual 5000-52-M of  
22 Nov 95 (NOTAL)

(d) DODI 5000.55 of 1 Nov 91  
(NOTAL)

R) (e) DOD Guide: Acquisition Career  
Management Mandatory Course  
Fulfillment Program and  
Competency Standards of July  
1995 (ADS-95-03-GS) (NOTAL)

(f) Chairman, PM Functional Board  
memo, Subj: DON Fulfillment  
Guidance for PMT-301, of 1 Jun 93  
(NOTAL)

Encl: (1) Acquisition Workforce Program  
Procedures

1. Purpose. To revise and reissue policies and procedures for the Department of the Navy (DON) Acquisition Workforce Program (AWP). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. SECNAVINST 5300.33, SECNAVINST 5300.34, SECNAVINST 12400.2A, SECNAVINST 12400.4, and SECNAVINST 12950.11.

3. Background. References (a) through (d) focus on the development of a workforce with the skills and attributes required to manage effectively the Defense acquisition process. They demand

substantial education, training, and experience requirements designed to create a cadre of highly-skilled acquisition professionals. They also establish organizational responsibilities and policy objectives for each of the elements of the AWP: accession, education, training, experience, assignment, promotion, and retention. References (e) and (f) provide guidance for fulfilling training requirements. This instruction provides the framework for implementing references (a) through (f). Enclosure (1) establishes procedures to be used in implementing the AWP.

4. Scope. This instruction applies to DON active and reserve military and civilian acquisition workforce members, Acquisition Professional Community (APC) members, and applicants to acquisition workforce positions or the APC. Executive Level, Federal Wage System, Nonappropriated Fund, foreign national, and third country national employees are not acquisition workforce members.

5. Program Elements. The primary objectives of the AWP are to attract, select, develop, and retain a highly qualified workforce capable of performing current and future DON acquisition functions. To meet these objectives the AWP shall include the following elements.

a. Identification of acquisition positions, critical acquisition positions (CAPs), and developmental acquisition positions and the designation of those positions into one of 13 acquisition position categories used by DON (see enclosure (1), part 4 for definitions).

b. Effective management (including accession, education, training, career development, and retention) of persons serving in DON acquisition positions.

c. Identification and assignment of acquisition workforce members to one of 10 primary career fields used by DON (see enclosure (1), part 4 for definitions).



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d. Establishment and management of career development programs, including a tuition assistance program, necessary to provide mandatory education, experience, and training to acquisition workforce members.

e. Establishment and career management of an APC, a select cadre of highly qualified acquisition professionals. CAPs shall be filled by members of the APC. There shall be full reciprocity between the DON APC and other Department of Defense (DOD) Acquisition Corps.

f. Effective administration of education and training resources required for development of acquisition workforce members.

g. Establishment of procedures to select, assign, retain, and rotate acquisition workforce members to acquisition positions, including developmental positions and CAPs.

h. Management of a centralized acquisition intern and cooperative education program to provide a source of highly qualified candidates for high-level acquisition positions.

i. Establishment of procedures to evaluate the effectiveness of the various elements of the AWP.

j. Establishment and maintenance of a reporting and data base management information system (MIS) to support management of the DON AWP and the reporting requirements established in references (a), (c), and (d).

6. Program Objectives. It is DON AWP policy to ensure the following objectives are accomplished.

a. Opportunities for qualification and advancement to senior acquisition positions are provided for both military and civilian employees. Consideration shall be given to the need to maintain a balanced workforce in which women, handicapped persons, and members of racial and ethnic minority groups are appropriately represented.

b. The acquisition workforce is managed to increase substantially, each year through

30 September 1996, the proportion of civilians (as compared to military personnel) serving in CAPs, in program manager positions, and in division head positions over the proportion of civilians in such positions on 1 October 1990.

c. The qualifications of active duty commissioned officers selected for the APC are such that those officers are expected, as a group, to be promoted at a rate not less than the rate for all line (or the equivalent) officers of the Navy or Marine Corps (both in the zone and below the zone) in the same grade.

d. Acquisition positions are reserved for military only in cases in which it is required by law, essential for the effective performance of the position, for career development purposes, or some other compelling reason. For all other acquisition positions, persons shall be selected based on qualifications, demonstrated performance, and potential.

e. The length of assignments for personnel assigned to acquisition positions provides a balance between the need for career broadening and the need for sufficient time in an acquisition position to provide the stability to carry out effectively the duties of that position and to allow for the establishment of responsibility and accountability for actions taken in that position.

f. There is an opportunity for review and inclusion of any comments on any appraisal of the performance of a person serving in an acquisition position by a person serving in an acquisition position in the same acquisition career field.

## 7. Responsibilities and Authorities

a. The Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)), as the DON Service Acquisition Executive, is responsible for the development and implementation of policies and procedures for management of the acquisition workforce. The ASN(RD&A) shall:

(1) Issue changes to this instruction and redelegate those authorities needed to administer effectively the DON AWP;

(2) Co-chair the Acquisition Workforce Oversight Council (AWOC) and manage assignments to certain senior CAPs;

(3) Charter and appoint the members of the Acquisition Career Program Board (ACPB); and

(4) Charter and appoint the members of Functional Boards for acquisition career fields.

b. Under the ASN(RD&A), the Director, Acquisition Career Management (DACM) has primary responsibility for developing AWP policies and procedures and evaluating AWP implementation within DON. The DACM shall be a commissioned officer serving in the grade of O-8 or higher or an employee in a position in the Civil Service the rate of pay for which is equal to or greater than the rate of basic pay payable for positions in level V of the Executive Schedule. The DACM shall:

(1) Develop any needed changes to this instruction;

(2) Chair the ACPB and serve as Executive Director of the AWOC;

(3) Administer a centralized acquisition education and training program to include: centralized tuition assistance; centralized registration, quota allocation, and funding for mandatory acquisition courses; and acquisition developmental positions;

(4) Administer a centralized DON Acquisition Intern and Cooperative Education Program, including management of the resources to support the program;

(5) Administer a centralized job referral system for CAPs; and

(6) Establish and maintain a MIS to support management of the DON AWP and related reporting requirements.

c. The Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC) shall:

(1) Identify a senior officer to the DACM for liaison and coordination; and

(2) Administer the military elements of the AWP in accordance with this instruction.

d. The Vice Chief of Naval Operations (VCNO) shall co-chair the AWOC.

e. The Deputy Chief of Naval Operations (Logistics), as resource sponsor, shall provide adequate resources for the development and operation of the DON AWP, including but not limited to the Acquisition Intern Program and the Tuition Assistance Program.

f. Commanders or directors of acquisition organizations (defined in part 4 of enclosure (1)) shall:

(1) Administer the civilian elements of the AWP in accordance with this instruction;

(2) Provide AWP administrative support to Program Executive Officer (PEO) and Direct Reporting Program Manager (DRPM) organizations; and

(3) Establish Command Boards, as determined appropriate, to assist in the administration of the AWP. (Acquisition organizations with more than 2,000 acquisition workforce members shall establish such boards. Acquisition organizations with fewer than 2,000 acquisition workforce members may establish Command Boards.)

g. The AWOC shall:

(1) Provide policy direction for the effective oversight and evaluation of the acquisition workforce; and

(2) Assign or advise on the selection of persons to fill certain senior CAPs (see part 1, chapter VIII).

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**h. The ACPB shall:**

(1) Advise the ASN(RD&A) or DACM, as appropriate, on significant policies and procedures for the acquisition workforce; and

(2) Exercise authorities and responsibilities established by charter or assigned by the ASN(RD&A).

**i. Functional Boards shall:**

(1) Provide advice and guidance to the DACM on acquisition training, education, and experience requirements, and other acquisition-related career management issues, as appropriate; and

(2) Exercise authorities and responsibilities established by charter or delegated by the ASN(RD&A).

**j. Functional Board chairs, in coordination with the DACM, shall represent DON at the DOD Functional Board meetings.**

**k. Command Boards shall provide advice and assistance to the DACM regarding AWP issues and their impact upon DON commands as a whole.**

**l. The Office of Civilian Personnel Management shall:**

(1) Support the DACM in the implementation of AWP policies and procedures that impact upon civilian personnel;

(2) Establish and maintain a data base information system within the Defense Civilian Personnel Data System (DCPDS) which shall support the management of the DON AWP and provide data for reports required in references (a), (c), and (d); and

(3) Provide advice and guidance to Human Resources offices (HROs) on AWP civilian personnel matters.

**m. The Bureau of Naval Personnel (BUPERS) and Headquarters, Marine Corps (HQMC) shall:**

(1) Support the DACM in the implementation of AWP policies and procedures in this instruction that impact upon military personnel;

(2) Establish and maintain a data base information system within the Navy Total Force Manpower Management System (TFMMS), the Officer Personnel Information System (OPINS), and the Marine Corps Acquisition Workforce System of Management (AWSOM) which shall support the management of the DON AWP and provide data for reports required in references (a), (c), and (d); and

(3) Provide advice and guidance to military personnel offices on AWP military personnel matters.

**n. HROs shall provide such civilian personnel services as may be necessary to implement and support the AWP.**

**8. Implementing Procedures.** Procedures to be used in implementing this instruction are contained in enclosure (1).

**9. Action.** Acquisition organizations (defined in part 4 of enclosure (1)) shall forward a copy of their written implementation of this instruction to the Office of the DACM within 120 days of the effective date of this instruction.

**10. Reports.** The reporting requirements contained in this instruction are assigned Report Symbol DD-FM&P(Q&A) 1841(5300) and are approved for 3 years from the date of this instruction.

**11. Forms**

**a. DD 2518, Fulfillment of DOD Mandatory Training Requirements, may be obtained from the training coordinator at any HRO, BUPERS (PERS 447), any BUPERS Officer Community Manager, or Marine Corps Systems Command (MARCOR-SYSCOM) Code AP.**

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b. DD 2595, DOD Program Manager/Deputy Program Manager - Waiver Request, DD 2597, DOD Program Executive Officer - Waiver Request, DD 2599, DOD General/Flag Officer/Civilian Equivalent - Waiver Request, DD 2602, DOD Critical Acquisition Position - Rotation Review Summary may be obtained from the Office of the DACM.

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Assistant Secretary of the Navy  
(Research, Development and Acquisition)

**Distribution:**  
SNDL Parts 1 and 2  
MARCORPS Code PCN 72000016900

Director Acquisition Career Management  
Office of the Assistant Secretary of the Navy  
(Research Development and Acquisition)  
2211 South Clark Place  
Arlington VA 22244-5104 (300 copies)

(R

SECNAV/OPNAV Directives Control Office  
Washington Navy Yard Building 200  
901 M Street SE  
Washington DC 20374-5074 (20 copies)

Order from:  
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DEPARTMENT OF THE NAVY  
ACQUISITION WORKFORCE PROGRAM PROCEDURES

Enclosure (1)

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ACQUISITION WORKFORCE PROGRAM PROCEDURES

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## FOREWORD

## ACQUISITION WORKFORCE PROGRAM OVERVIEW

1. Introduction

a. The DON AWP is a career development and management program established to implement provisions of the Defense Acquisition Workforce Improvement Act (DAWIA) (PL 101-510) and associated DOD regulations. It is applicable to both military and civilian personnel.

b. The AWP is designed to enhance the quality of the acquisition workforce, both by attracting highly qualified new personnel and improving the skills and knowledge of current personnel. To accomplish this, the AWP provides a uniform approach to workforce accession, development, and retention. AWP policies and procedures supplement existing military and civilian personnel management regulations.

2. Acquisition Positions and Workforce. The foundation of the AWP is the designation of acquisition positions and the acquisition workforce.

a. DON acquisition positions are grouped into 13 acquisition categories and assigned to one of three certification levels depending on the acquisition functions and grade of the position. All military and civilian acquisition positions have training and experience requirements and some have education requirements. Some of these requirements are statutory, i.e., based in law, and others are regulatory, i.e., established by DOD or DON regulation. For civilian positions, these requirements are in addition to the basic qualification requirements specified in the Office of Personnel Management (OPM) Qualification Standards Handbook.

b. The acquisition workforce is comprised of both military and civilian personnel assigned to acquisition positions and members of the APC. The AWP provides education, training, and experience opportunities for workforce members to meet the requirements of their positions and career fields.

3. Contents. These procedures are divided into four main parts. Part 1 addresses positions. It includes such subjects as how to identify and designate acquisition positions, position requirements, and procedures for filling these positions. Part 2

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addresses the acquisition workforce. It includes such subjects as acquisition career development, career field certification, methods for meeting training and education requirements, and APC membership. Part 3 addresses reporting and evaluation requirements and part 4 provides definitions for commonly used AWP terms.

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## PART 1

## CHAPTER I

## DESIGNATION OF ACQUISITION POSITIONS

1. Introduction. Reference (a) requires that the DOD components and military departments designate acquisition positions. This chapter provides policies and procedures for designating these positions.

2. Delegation of Authorities

a. Commanders or directors of acquisition organizations (see definitions in part 4) are authorized to designate military and civilian acquisition positions within their respective organizations and shall ensure that this designation is recorded in official position records.

b. For Navy military, the designation of acquisition positions shall be coordinated with the Chief of Naval Personnel (CHNAVPERS) (BUPERS (PERS-447)), or designee(s). For Marine Corps military, the designation of acquisition positions shall be coordinated with the Commandant of the Marine Corps (Deputy Chief of Staff, Manpower and Reserve Affairs, Code MMOA-3).

3. General

a. Acquisition positions shall be designated on a continuing basis in accordance with criteria provided in reference (a) and this instruction.

b. When the duties of an acquisition position change so that they no longer include an acquisition function, the acquisition designation shall be removed from the position.

c. Officials responsible for designating acquisition positions shall ensure that incumbents are notified that their positions are designated as acquisition positions or that the designation has been removed.

d. Officials responsible for designating acquisition positions shall ensure that the positions are reviewed periodically to determine applicability of the acquisition designation. It is recommended that this review be made part of

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the annual civilian performance appraisal or annual military billet review process.

4. Acquisition Position Designation Process. There are four steps in designating acquisition positions: identifying those positions which meet the definition of acquisition, determining the appropriate acquisition position category, designating the certification level of the position, and determining if the position is a CAP. Completion of all four steps forms the basis for determining the AWP education, training, and experience requirements of the position.

a. Step 1: Identifying Positions Which Meet the Definition of Acquisition. All acquisition positions must meet the reference (a) definition of acquisition (that definition is provided in part 4 of this instruction). The descriptions of the various acquisition position categories, which are contained in reference (a), will help determine whether or not a position meets this definition. The following provides supplemental guidance.

(1) Designate all positions in the General Schedule (GS)-1102, 1103, and 1105 occupational series.

(2) Designate all positions that require the incumbent to hold a warrant above the small purchase threshold or administer a contract above the small purchase threshold.

(3) Do not designate positions in the GS-1106 occupational series.

(4) Do not designate positions primarily involved in 6.1 (Basic Research) and 6.2 (Applied Research/Exploratory Development) programs.

(5) Do not designate Federal Wage System and Executive Level positions. (Note: executive level positions are not Senior Executive Service (SES) positions. SES positions may be designated as acquisition.)

(6) Military Reservist and enlisted positions may be designated on a case-by-case basis after consultation with the DACM.

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b. Step 2: Determining the Appropriate Acquisition Position Category.

(1) Once a position has been designated as an acquisition position, the second step is to identify the appropriate acquisition position category.

(2) There are 14 position categories, 13 of which are used by DON. They are: Program Management; Communications-Computer Systems; Contracting (to include contracting for construction); Purchasing; Industrial Property Management; Business, Cost Estimating and Financial Management; Manufacturing and Production; Quality Assurance; Acquisition Logistics; Systems Planning, Research, Development and Engineering; Test and Evaluation Engineering; Program Management Oversight; and Education, Training and Career Development. The position category of Auditing is not used since DON acquisition auditing is a function performed solely by the Defense Contract Audit Agency.

(3) All but two position categories correspond directly to a particular acquisition career field identified in reference (c) and listed in part 4 of this instruction. The exceptions are Program Management Oversight and Education, Training and Career Development. The position category of Program Management Oversight is reserved for positions at the GS-15 or O6 level or higher located within the ASN(RD&A) organization.

(4) Officials responsible for designating acquisition positions shall select the most appropriate position category. Only one position category may be assigned to an acquisition position. If the acquisition duties and responsibilities fall into more than one category, select the one which best describes the primary work of the position.

c. Step 3: Designating the Certification Level of the Position. Acquisition positions shall be assigned to one of three certification levels (level I, II, or III). Level I is a basic or entry level; level II is an intermediate level; and level III is a senior level.

(1) Civilian. Except for positions designated to the Purchasing Category, positions at grades GS-5 through 8 are level I; GS-9 through 12 are level II; and GS-13 and above are level III. For Purchasing, GS-5 is level I; GS-6 through 8 are level

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II; and GS-9 is level III. (Note: demonstration project acquisition position certification levels equate to the comparable GS grade.)

(2) Military. Except for positions designated to the Purchasing Category, positions at grades 0-1 through 0-3 are level I; 0-4 positions are level II; and 0-5 positions and senior are level III. For Purchasing, positions at grades E-4 and E-5 are level I; E-6 through 8 are level II; and E-9 is level III. For non-Purchasing enlisted positions, consult the DACM (see paragraph 4a(6)).

d. Step 4: Determining if the Position is a CAP. CAPs are selected military and civilian acquisition positions that must be filled by members of the APC. DON CAPs include:

(1) All civilian acquisition positions graded at the GS-14 level and above (and comparable demonstration project positions); and

(2) Military acquisition positions that must be filled by officers who are graded at the 0-5 level or above. (Note: not all 0-5 billets are CAPs. CAPs are identified in TFMMS for Navy and in AWSOM for Marine Corps.)

#### 5. Acquisition Developmental Positions

Reserved.

6. Documentation. Officials in paragraph 2 are responsible for ensuring that acquisition positions are properly coded and forwarded to the organization responsible for incorporating the information into personnel management records and/or automated systems.

##### a. Civilian

(1) Position description cover sheets (Optional Form 8) for all acquisition positions must identify the position as a CAP or non-CAP and identify the acquisition position category and certification level required. As an alternative, special position description cover sheets containing this information may be used. These special cover sheets may be obtained from HROs.

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(2) All civilian acquisition positions shall be identified in DCPDS. If the duties of the position change so it is no longer an acquisition position, DCPDS records shall be updated to reflect that change and the acquisition information or special cover sheet shall be removed from the PD.

b. Military

(1) Navy officer acquisition positions shall be identified in TFMMS.

(2) Marine Corps officer acquisition positions shall be identified in AWSOM.

(3) For Reservist and enlisted positions, consult the DACM.

(4) If the duties of the position change so that it is no longer an acquisition position, official personnel records shall be updated to reflect that change.

7. Notification to Incumbents. Officials responsible for designating acquisition positions shall ensure that military and civilian personnel are notified that their positions have been designated as acquisition positions. The notification shall include the acquisition position category, certification level required and certification requirements, and, if appropriate, the CAP designation. Personnel assigned to acquisition positions shall also be notified when their positions are no longer designated as acquisition positions.

8. Changes to the Number of Acquisition Positions. Changes to the number of designated acquisition positions have an effect on many aspects of the AWP, e.g., training quota management, programming, and budgeting. Organizations planning significant changes to the number of acquisition positions, e.g., a change of 5 percent or more over a calendar year, should discuss their changes with the DACM prior to implementation.

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## PART 1

## CHAPTER II

ACQUISITION POSITION CAREER FIELD  
CERTIFICATION REQUIREMENTS1. Introduction

a. This chapter establishes the process used to determine career field certification requirements for an acquisition position. It also establishes the process used to request and grant certification waivers for persons who do not meet the certification requirements of their positions. (Note: career field certification requirements are regulatory requirements. In addition to certification requirements, some positions, e.g., GS-1102 contracting positions and all CAPs, have statutory requirements. Statutory requirements are described in part 1, chapters III, IV, and V.)

b. For civilian recruitment purposes, certification requirements that differ from OPM qualification standards shall be used as quality ranking factors.

2. Identifying Career Field Certification Requirements for Acquisition Positions. The position category and certification level of the position form the basis for determining the specific certification requirements of the position.

a. The certification requirements of the position are those established by DOD for the corresponding career field and level with the following exception: the position categories of Program Management Oversight and Education, Training, and Career Development do not have corresponding career fields (see part 2, chapter III, paragraph 3b for certification requirements in these two position categories).

b. The DACM shall issue annually a listing of certification requirements, i.e., a certification check list for each career field and level.

c. Procedures for certifying acquisition workforce members are contained in part 2, chapter III.

Enclosure (1)



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3. Time Frames for Meeting Certification Requirements

a. Persons assigned to acquisition positions after 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must meet the certification requirements of their position within 18 months after assignment or management must obtain a certification waiver.

b. Persons assigned to their current acquisition positions prior to 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must have met the career field certification requirements of their positions by 31 March 1994 for non-CAPs and 31 March 1993 for CAPs. Employees in this category who did not meet the certification requirements of their positions by the due date have been automatically waived and no formal waiver documentation is required.

c. Persons incumbering positions that are later designated as acquisition positions have 18 months from the date of that designation to meet the career field certification requirements or management must obtain a certification waiver.

d. A change in certification requirements does not affect the 18-month period during which the career field certification requirements of the position must be met. For example, if certification requirements change, an uncertified person with 16 months in a level III position still has 2 months to become certified at level III in the primary career field or management must obtain a certification waiver. The change in certification requirements does not initiate a new 18-month period.

4. Notification of Deficiencies. Prior to assignment to or selection for an acquisition position, management shall ensure that the person is informed of any certification deficiency and that a career development plan is developed to provide the person the opportunity to meet the requirements of their position within 18 months. Persons who do not meet the certification requirements within 18 months require a certification waiver to remain in the position (see paragraph 5).

5. Certification Waivers. If a person assigned to an acquisition position does not meet the certification requirements of the position within 18 months after assignment, management must obtain a certification waiver to allow the person to remain in the position. It is management's responsibility to initiate

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the certification waiver within the 18-month period and to inform the incumbent that the waiver is required to remain in the position.

a. A certification waiver does not certify a person to a career field level; rather, it allows a person who does not meet the certification requirements to remain in the position. A certification waiver is valid only for the particular position for which granted and is not carried forward when the person is assigned to another acquisition position.

b. Receipt of any other type of waiver, e.g., receipt of a statutory APC selection standard waiver, does not obviate the need to meet the certification requirements of the position or to obtain a certification waiver. This applies even if the certification requirement which the person lacks and the statutory requirement for which the person already received a waiver are the same.

6. Delegation of Authority for Certification Waivers.

Commanders or directors of acquisition organizations are authorized to approve certification waivers. The authority to approve certification waivers may be redelegated as follows.

a. For certification levels I and II, the authority to grant a certification waiver may be redelegated no lower than two tiers above the workforce member's supervisor or at the flag, general officer, or SES level, whichever is lower.

b. For level III, the authority to grant a certification waiver may be redelegated no lower than a flag, general officer, or SES in the same career field.

7. Certification Waiver Procedures

a. The supervisor of the person requiring the certification waiver or other appropriate management official within the organization is authorized to request the waiver. The certification waiver must be in writing and forwarded to the official authorized in paragraph 6 to grant the waiver. The format for requesting certification waivers is provided in appendix A.

b. Management shall inform the employee for whom the certification waiver was requested of the decision. If the

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certification waiver is disapproved, the document shall record the reasons for disapproval and shall be returned to the requester. If a certification waiver is disapproved, management must reassign the person to a position for which he or she is qualified.

c. Distribution of approved certification waivers shall be as follows:

(1) For civilian certification waivers:

(a) The original shall be sent to the servicing HRO for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.

(2) For Navy military certification waivers:

(a) The original shall be sent to BUPERS (PERS-447) for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.

(3) For Marine Corps military certification waivers:

(a) The original shall be sent to CMC, Code MMOA-3, for retention in a permanent personnel record and

(b) A copy shall be forwarded to the requester.

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PART 1

CHAPTER III

STATUTORY REQUIREMENTS FOR  
CONTRACTING POSITIONS AND WARRANT AUTHORITY

1. Introduction

a. Effective 1 October 1993, persons assigned to contracting positions and persons requiring warrant authority above the small purchase threshold must meet special statutory requirements. This chapter addresses those requirements and establishes policies and procedures for granting GS-1102, contracting officer warrant, and Senior Contracting Official (SCO) waivers.

b. Additional statutory requirements, i.e., APC membership and tenure requirements, also apply to the positions covered in this chapter if they are CAPs. Additional statutory requirements also apply to flag, general officer, and SES who occupy or are selected for acquisition positions. Refer to part 1, chapters IV and V for these additional statutory requirements.

c. Refer to part 1, chapter II for regulatory career field certification requirements.

2. Applicability. The statutory requirements addressed in this chapter fall into three categories: GS-1102 education requirements, contracting officer warrant requirements, and SCO requirements. For civilian recruitment purposes, requirements which differ from OPM qualification standards shall be used as quality ranking factors.

a. Requirements for GS-1102 positions. The statutory education requirements apply to all GS-1102 positions, regardless of grade.

b. Requirements for contracting officer warrant authority. These requirements are applicable to all persons authorized to award or administer contracts above the small purchase threshold.

c. Requirements for SCOs. These requirements apply to the positions listed in appendix B.

Enclosure (1)

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3. Statutory Requirements

a. **GS-1102 Statutory Education Requirements.** A person may not be employed in the GS-1102 occupational series unless the person meets one of the following statutory education requirements:

(1) Completed a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; or

(2) Completed at least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Note: courses for which the American Council on Education (ACE) has recommended college credit may not be counted toward the 24-credit hour requirement unless they have been officially accepted by an accredited university or institution of higher education and academic credit has been granted); or

(3) Successfully completed acceptable equivalency examinations (Defense Activity for Non-Traditional Education Support (DANTES) or examinations that are accepted by accredited institutions of higher education for academic credit in the business disciplines listed in paragraph 3a(2)); or

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

b. **Contracting Officer Warrant Requirements.** In order to qualify to serve in an acquisition position as a contracting officer with authority to award or administer contracts for amounts above the small purchase threshold, a person must meet the following requirements:

R) (1) Certification or completion of all mandatory contracting courses prescribed by DOD for the contracting career field at the grade level in which the person is serving; and

(2) Have at least 2 years of experience in a contracting position; and

(3) One of the following:

(a) Completed a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; or

(b) Completed at least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education in any of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (Note: courses for which ACE has recommended college credit may not be counted toward the 24-credit hour requirement unless they have been officially accepted by an accredited university or institution of higher education and academic credit has been granted); or

(c) Successfully completed acceptable equivalency examinations (DANTES or examinations that are accepted by accredited institutions of higher education for academic credit in the business disciplines listed in paragraph 3a(2)); or

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

c. Requirement for SCOs. Before being appointed to a SCO position (see appendix B for a listing of these positions), a person must have at least 4 years of contracting experience.

#### 4. Exceptions

a. The requirements listed in paragraphs 3a and b, i.e., GS-1102 and warrant requirements, do not apply to any person for purposes of continuing to serve in the acquisition position that the person held on 1 October 1993, or any other position in the same or lower grade and involving the same or lower level of responsibility, i.e., same warrant level, as the position in which the person was serving on 1 October 1993.

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b. The SCO requirement of paragraph 3c does not apply to any person who was serving in a SCO position on 1 October 1992 for purposes of continuing to serve in that position.

5. Notification of Deficiencies. Prior to assignment to or selection for a GS-1102 or SCO position or issuance of a warrant, management shall notify the selectee of any requirement deficiency and obtain a GS-1102, contracting officer warrant, or SCO waiver, as appropriate, prior to assignment or warranting (see paragraphs 6 and 9). If the waiver is approved, management shall ensure that a career development plan is developed so that the person is provided the opportunity to meet the requirement(s) within a reasonable period of time.

6. Waivers for Contracting Positions and Warrants. Statutory requirements for warranted contracting officers, SCOs, and contracting personnel in the GS-1102 series may be waived. There are three types of waivers: GS-1102 waivers, contracting officer warrant waivers, and SCO waivers.

a. GS-1102 and SCO waivers are only valid for the particular position for which granted and are not carried forward with the person when he or she is assigned to another position. A person waived into a position which is later upgraded must receive a new waiver before the promotion action may be effected.

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

c. All three types of waivers must be approved prior to assignment or warranting with one exception: APC members not meeting the SCO statutory requirements may be assigned to positions as SCOs for a period not to exceed 6 months before a SCO waiver must be approved.

7. Delegation of Authority for Waivers

a. Commanders or directors of acquisition organizations, or their designee(s), are authorized to request GS-1102, SCO, and contracting officer warrant waivers.

b. Command SCOs (see appendix B) are authorized to grant GS-1102 waivers for persons employed by that command.

c. The DON Contracting Career Management Board (NCCMB) is authorized to grant GS-1102 waivers for commands which do not have SCOs. GS-1102 waiver requests shall be addressed to the Chair, NCCMB, via the DACM, Office of the ASN(RD&A), 2211 South Clark Place, Arlington, VA 22244-5104.

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d. SCOs are authorized to grant waivers for warrants issued under their authority.

e. The DACM retains authority to grant SCO waivers after consultation with the NCCMB. The DACM retains authority to grant GS-1102 and warrant waivers for SCOs.

f. The authorities listed in paragraph 7b through f may not be redelegated.

8. GS-1102 and Contracting Officer Warrant Waiver Procedure

a. Waiver of any of the statutory requirements for warranted contracting officers and contracting personnel in the GS-1102 series shall be requested by officials authorized in paragraph 7, be in writing, and contain a statement justifying significant potential for advancement. Appendix C provides the format for requesting a GS-1102 or contracting officer warrant waiver.

b. The SCO or NCCMB, as appropriate, shall approve or disapprove the GS-1102 or warrant waiver.

c. The SCO or NCCMB, as appropriate, shall return completed GS-1102 and warrant waivers to the requesting official and forward two copies of approved waivers to the DACM. The DACM shall forward one of these copies to DOD.

d. Approved requests for GS-1102 and warrant waiver shall be processed by the requesting official as follows:

(1) Waivers for civilians shall be forwarded to the servicing HRO for DCPDS entry and retention in a permanent personnel record;

(2) Waivers for Navy military shall be forwarded to BUPERS (PERS-447) for retention in a permanent personnel record; and



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(3) Waivers for Marine Corps military shall be forwarded to the CMC, Code MMOA-3, for AWSOM entry and retention.

e. Disapproved requests for GS-1102 and warrant waiver shall include the rationale for disapproval. In this situation, the person for whom the waiver was requested may not be assigned to the position or be granted the warrant.

f. If a SCO requires a GS-1102 or warrant waiver, the request shall be forwarded to the DACM for approval using the format shown in appendix C.

9. SCO Waiver Procedure

a. Waiver of the statutory SCO requirement shall be requested in writing by an official listed in paragraph 7 and must use the format in appendix D.

b. Upon receipt, requests shall be forwarded by the DACM to the Chair, NCCMB. A written approval or disapproval recommendation shall be returned to the DACM.

c. The DACM shall approve or disapprove the request. Approved requests shall be returned to the requesting official for processing as described in paragraph 8d. Disapproved requests shall be returned to the requesting official with a rationale for the disapproval.

d. If the person is not an APC member, a separate CAP assignment waiver is not required. The format in appendix D combines both the SCO waiver and the CAP assignment waiver.

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## PART 1

## CHAPTER IV

STATUTORY REQUIREMENTS  
FOR CERTAIN SENIOR CRITICAL ACQUISITION POSITIONS1. Introduction

a. Persons assigned to certain senior CAPs must meet special statutory requirements. This chapter addresses these requirements and the time frames for meeting them. For civilian recruitment purposes, requirements which differ from OPM qualification standards shall be used as quality ranking factors.

b. Additional statutory requirements, i.e., APC membership and tenure requirements, also apply to these senior CAPs. Refer to part 1, chapter V.

c. Refer to part 1, chapter II for regulatory career field certification requirements.

d. Assignments to positions covered in this chapter are centrally managed. Refer to part 1, chapter VIII for assignment and waiver processes.

2. Statutory Requirements for Certain Senior CAPs

a. Flag, General Officer, and SES in Acquisition Positions. 10 years of acquisition experience of which 4 were in a CAP.

b. PEO Positions. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course, 10 years of acquisition experience of which 4 were in a CAP, and prior experience as a Program Manager (PM) or Deputy Program Manager (DPM).

c. Deputy Program Executive Officer (DPEO) Positions. Completion of the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course, and 8 years of acquisition experience of which 4 were in a systems program office or similar organization. Two of the 4 years may have been performed in a position of equivalent responsibility in acquisition. (Note: these are DON requirements, not statutory requirements.)

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R) d. Acquisition Category (ACAT) I PM Positions (includes DRPM  
A) Positions). Completion of the Program Management Course  
or both the Advanced Program Management Course and the Executive  
Program Management Course, and 8 years of acquisition experience  
of which 4 were in a systems program office or similar  
organization. Two of the 4 years may have been performed in a  
position of equivalent responsibility in acquisition.

e. ACAT I DPM Positions (includes Deputy Direct Reporting  
Program Managers (DDRPM). Completion of the Program Management  
Course or both the Advanced Program Management Course and the  
Executive Program Management Course, and 6 years of acquisition  
experience of which 2 were in a systems program office or similar  
organization.

f. ACAT II PM Positions. Completion of the Program  
Management Course or both the Advanced Program Management Course  
and the Executive Program Management Course, and 6 years of  
acquisition experience.

g. ACAT II DPM Positions. Completion of the Program  
Management Course or both the Advanced Program Management Course  
and the Executive Program Management Course, and 4 years of  
acquisition experience.

h. An Undersecretary of Defense (Acquisition and Technology)  
(USD(A&T)) approved comparable course may be substituted for the  
training requirements listed in paragraphs 2b through 2g.

i. Effective 1 October 1996, all persons assigned to  
positions listed in paragraphs 2b through 2g must attend the  
Executive Program Management Course prior to assuming the  
position.

### 3. Time Frames for Meeting Statutory Requirements

a. Requirements for ACAT I and II PM positions became  
effective 1 October 1991. Requirements for flag, general  
officer, SES, PEO, and ACAT I and II DPM positions became  
effective 1 October 1992. Requirements for DPEO positions became  
effective 1 October 1993.

b. Persons assigned to positions covered by this chapter  
must meet the statutory requirements of the position (see  
paragraph 2) or management must obtain a waiver of the statutory  
requirement(s) prior to assignment with the following exceptions:

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(1) Persons who incumbered one of the positions listed in paragraph 2 on the date the statutory requirements became effective do not need to meet the requirements to remain in the position held on that date; and

(2) APC members have 6 months from the date of assignment to meet the statutory requirement(s) listed in paragraph 2 before a waiver of the statutory requirement(s) must be obtained.

4. Waivers of Statutory Requirements. Waiver of statutory requirements for PEOs, DRPMS, ACAT I and II PMS, and their deputies shall be managed by the Office of the DACM.

a. A request to waive statutory requirements for the positions listed above shall be in writing and state the reason(s) for the request.

b. Such waivers may be requested using DD 2597 (for PEOs), DD 2595 (for DPEOs, DRPMS, DDRPMS, and ACAT I and II PMS and DPMS), and DD 2599 for flag, general officer, and SES.

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## PART 1

## CHAPTER V

STATUTORY REQUIREMENTS FOR  
CRITICAL ACQUISITION POSITIONS1. Introduction

a. In addition to the various types of positions addressed in part 1, chapters III and IV, CAPs have special statutory requirements. This chapter addresses the statutory requirements for CAPs and establishes policies and procedures for granting CAP assignment, tenure agreement, and tenure obligation waivers. For civilian recruitment purposes, requirements which differ from OPM qualification standards shall be used as quality ranking factors.

b. Certain senior CAPs (defined in part 1, chapter VIII) are centrally managed and assignment, tenure, rotation and waiver procedures differ from those contained in this chapter. Refer to part 1, chapter VIII for procedures applicable to certain senior CAPs.

c. Refer to part 1, chapter II for regulatory career field certification requirements.

2. CAP Statutory Requirements. There are three statutory requirements that apply to all CAPs. They are APC membership, a tenure requirement, and rotation review. Each is addressed separately below.

a. APC Membership. CAPs shall be filled by members of the APC with the following exceptions:

(1) A person serving in a CAP on 1 October 1992 may continue to serve in that CAP without becoming an APC member, or

(2) A CAP assignment waiver is granted.

(APC standards and membership procedures are contained in part 2, chapter IV.)

b. Tenure. All CAPs, except ACAT I PM and DPM positions, have a 3-year tenure requirement. (See part 1, chapter VIII for tenure requirements applicable to ACAT I PM and DPM positions.)

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c. Incumbent Rotation Review. CAPs shall be reviewed on a periodic basis for incumbent rotation. This review must take place when the incumbent has been in the CAP for 5 years. For persons assigned to their current CAP on or before 1 October 1991, the first rotation review shall occur in 1996. For persons assigned to CAPs after 1 October 1991, the first rotation review shall occur 5 years after assignment to the CAP. Any incumbent of a CAP not reassigned as a result of a rotation review shall be reviewed every year thereafter until reassigned.

3. Time Frames for Meeting CAP Requirements

a. Persons selected for CAPs on or after 1 October 1993 must be APC members (or obtain a CAP assignment waiver) and execute a tenure agreement (or obtain a tenure agreement waiver) prior to assuming the CAP.

b. Persons incumbering their current CAPs prior to 1 October 1992 are not required to become APC members or execute tenure agreements in order to continue to occupy their current position. APC membership, however, is strongly encouraged for these persons.

c. Persons who were assigned to their current CAP between 1 October 1992 and 1 October 1993 must become APC members to remain in their current CAP (or obtain a CAP assignment waiver). They do not, however, need to execute a tenure agreement.

4. Notification of Deficiencies. Prior to assignment, management shall ensure that the person is informed of any requirement deficiency and obtain the necessary waivers. Additionally, even if a waiver is approved, management should ensure that a career development plan is developed to provide the person the opportunity to meet the requirements.

5. Delegation of Authority

a. Commanders or directors of acquisition organizations, or their designee(s), are authorized to request CAP assignment waivers, tenure obligation waivers, and tenure agreement waivers. They shall ensure that tenure agreements are executed prior to assignment to a CAP and shall conduct rotation reviews of persons in CAPs within the time frames indicated in this chapter.

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b. The ASN(RD&A) retains authority to grant CAP assignment waivers for flag and general officers and SES personnel.

c. The DACM retains authority to grant CAP assignment, tenure obligation, and tenure agreement waivers.

6. CAP Assignment Waiver Procedures. A CAP assignment waiver may be granted if the tentative selectee is not an APC member and does not become a member prior to actual assignment. A CAP assignment waiver is valid only for the particular CAP specified in the request. (Note: a CAP assignment waiver is different from an APC selection standard waiver which confers APC membership. For information on APC selection standard waivers, refer to part 2, chapter IV.)

a. CAP Assignment Waiver Criteria

(1) A CAP assignment waiver shall not be granted unless it is determined that qualified APC members are not available to fill the CAP. A CAP assignment waiver may be granted only if unusual circumstances justify the waiver or the person's qualifications obviate the need for meeting the APC membership requirement.

(2) A CAP assignment waiver must be obtained before a non-APC member is assigned to a CAP.

b. CAP Assignment Waiver Procedures

(1) The management official authorized in paragraph 5a shall forward a written request to the DACM for civilians. A CAP assignment waiver request for a Navy military officer shall be forwarded to the DACM via BUPERS (PERS-447) who shall certify that no qualified Navy military APC members are available to fill the CAP. Requests for Marine Corps military shall be forwarded to the DACM by the CMC, Code MMOA-3. (Note: requests for flag and general officers and SES personnel shall be forwarded to the ASN(RD&A) via the DACM.) The CAP assignment waiver request must identify the specific APC selection standard(s) which the person lacks, describe the unusual circumstances justifying the waiver or the reasons why the person's qualifications obviate the need for becoming an APC member, and describe the reasons why qualified APC members are not available to fill the CAP. Appendix E provides the format for requesting a CAP assignment waiver.

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(2) The DACM shall make a decision on the CAP assignment waiver request, normally within 2 weeks of receipt of the request, and forward that decision to the requesting management official.

(3) Approved CAP Assignment Waivers

(a) Civilians. The requesting official shall forward a copy of approved CAP assignment waivers to the servicing HRO for processing into DCPDS and filing in a permanent personnel record.

(b) Navy military personnel. The DACM shall forward approved CAP assignment waivers to BUPERS (PERS-447). BUPERS (PERS-447) shall ensure that the original is returned to the requester for retention in a permanent personnel record.

(c) Marine Corps military personnel. The DACM shall forward approved CAP assignment waivers to CMC, Code MMOA-3, for data entry into AWSOM and filing in a permanent personnel record.

(4) Disapproved CAP Assignment Waivers. Disapproved requests shall be returned to the requesting official and include a rationale for disapproval. If a CAP assignment waiver is not granted, the selectee may not be assigned to the CAP.

(5) The DACM shall retain a copy of CAP assignment waivers.

(6) Management should ensure that a career development plan is developed to provide the person for whom the CAP assignment waiver was granted the opportunity to meet APC requirements.

7. CAP Tenure Agreements

a. All CAPs have tenure requirements. A person may not be assigned to a CAP unless the person executes a tenure agreement to remain in that position for at least 3 years. The tenure obligation may be waived in accordance with paragraphs 8 and 9.

b. Persons incumbering CAPs on 1 October 1993 do not have to execute tenure agreements and therefore have no tenure obligation as long as they remain in the CAP incumbered on 1 October 1993.



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However, before such persons are assigned to any other CAP, they must execute a tenure agreement for the new position.

c. For civilians, the tenure agreement shall be addressed to the official identified in paragraph 5a, be in the format shown in appendix F, and be executed on or before the effective date of the assignment. The tenure agreement must identify the CAP to which assigned and contain a statement agreeing to remain in that position for 3 years subsequent to the starting date of the assignment. It is a command responsibility to ensure that a tenure agreement is signed prior to effecting the action to assign the employee to a CAP. The tenure agreement shall be forwarded to the servicing HRO for filing in the employee's personnel record.

d. For Navy military, the orders to a CAP contain a "greemain" to remain on active duty for the requisite period of time. Acceptance of orders containing a "greemain" constitutes execution of a tenure agreement.

e. For Marine Corps military, the tenure agreement shall be addressed to the official identified in paragraph 5a, be in the format shown in appendix F, and be executed on or before the effective date of the assignment. The tenure agreement must identify the CAP to which assigned and contain a statement agreeing to remain in that position for 3 years subsequent to the starting date of the assignment. The gaining command shall ensure that a tenure agreement is executed prior to the officer reporting for duty in a CAP. The tenure agreement shall be forwarded to CMC, Code MMOA-3 for filing in the officer's personnel record.

8. Waivers. There are two types of waivers associated with the tenure requirement. The first type is a tenure obligation waiver which permits a person to leave a CAP prior to completion of the tenure requirement. The second type of waiver is a tenure agreement waiver which permits a person to be assigned to a CAP without executing a tenure agreement. (See paragraphs 9, 10 and 11 for criteria and procedures for these two types of waivers.)

9. Tenure Obligation Waiver Criteria

a. A waiver of the tenure obligation may be made in the following circumstances:

- (1) Humanitarian reassignment, discharge, or retirement;
- (2) Relief of duties and reassignment in the interest of the DON; or
- (3) Promotion, where promotion in place is not allowable.

b. A tenure obligation waiver must be approved before a person leaves a CAP prior to the period of service required for the position. Exceptions to this requirement are as follow.

R) (1) Tenure obligation waivers are not required for persons who are reassigned when a program is canceled or merged with another program, when an organizational realignment results in reassignment to an analogous position or abolishes a CAP, or when a promotion occurs as a result of an accretion of duties. In these instances, when a person moves to a successor CAP, the original tenure agreement continues in effect as though the person continued to occupy the original position. If, in these instances, a person was exempt per paragraph 7b from executing a tenure agreement but is reassigned under this subparagraph to a successor CAP, that exemption continues so long as the person continues to occupy the successor CAP.

(2) A tenure obligation waiver is not required when a Service Selective Early Retirement Board identifies a person for early retirement.

(3) A tenure waiver is not required when an ACAT I DPM is reassigned to another CAP.

c. Only the DACM may approve tenure obligation waivers.

#### 10. Tenure Obligation Waiver Procedures

a. A tenure obligation waiver request shall be in writing, be signed by the official authorized in paragraph 5a, and forwarded to the DACM for approval. Appendix G provides the format for a tenure obligation waiver request.

b. The DACM shall make a decision, return the tenure obligation waiver to the requesting official, and retain a copy.

c. The requesting official shall take the following action on an approved tenure obligation waiver:

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- A) (2) When a person formally announces in writing his or her intent to retire before completing the full period of tenure obligation.

12. Rotation Review

a. The official authorized in paragraph 5a shall review the assignment of each person incumbering a CAP on the completion of 5 years of service in that position to determine if the DON, the incumbent, and/or organization would be better served by reassignment to another CAP. If the decision is made to allow the person to remain in the CAP, subsequent rotation reviews shall be made annually until the person is reassigned. Beginning 1 June 1996, anyone who has been in his or her same CAP for 5 years must be reviewed for rotation.

b. Officials authorized in paragraph 5a shall establish procedures to ensure that all required rotation reviews are carried out upon completion of 5 years of service. Rotation review procedures shall require that:

(1) A record of each civilian rotation review is made in DCPDS;

(2) A record of each Marine Corps military rotation review is made in AWSOM;

(3) A record of each Navy military rotation review is forwarded to the DACM with a copy to BUPERS (PERS-447);

(4) A record of rotation review results is made a part of the incumbent's official personnel record or military service record; and

(5) A summary report of the results of each rotation review be submitted to the DACM by 31 August annually, with the first report due 31 August 1996.

c. Rotation reviews may be documented on DD 2602 (see sample at appendix H) or other similar document which contains the same information.

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(1) For civilians, forward the original approved tenure obligation waiver to the servicing HRO for retention in a permanent personnel record;

(2) For Navy military, forward the original approved tenure obligation waiver to BUPERS (PERS-447) and retain a copy; and

(3) For Marine Corps military, forward the approved tenure obligation waiver to CMC, Code MMOA-3, for retention in an official personnel record.

d. If the tenure obligation waiver request is disapproved, the rationale for disapproval shall be documented on the request and returned to the requesting official. In this situation, management may not assign the person to another position until the completion of the tenure obligation.

#### 11. Tenure Agreement Waiver

a. All persons assigned to CAPs must execute a tenure agreement prior to assignment. Exceptions will be rare. Requests for waiving the requirement to execute the agreement may be made by officials authorized in paragraph 5a. The request must be in writing, state the reason for the exception, and be forwarded to the DACM for approval. Tenure agreement waivers will be granted on a case-by-case basis and only if unusual circumstances justify the exception.

b. Approved tenure agreement waivers shall be returned to the requesting official for processing as described in paragraph 10c.

c. A tenure agreement waiver does not obviate the need for management to request a tenure obligation waiver if the person does not remain in the position for the required period of service except that a tenure agreement waiver executed coincident with filling a position constitutes both a tenure agreement waiver and a tenure obligation waiver in the following instances:

(1) When a person is assigned to a short and/or hardship tour location, or

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## PART 1

## CHAPTER VI

## ACQUISITION POSITIONS RESERVED FOR MILITARY INCUMBENCY

1. Requirements for Military Incumbency. No requirement or preference for a military member of the Navy or Marine Corps shall be used in consideration for selection or assignment of persons to acquisition positions, except as follows:

a. Law: the law requires that the acquisition position be filled by a military member.

b. Training: the acquisition position requires training that is military in nature.

c. Security: security requirements dictate that the acquisition position be filled by a military member.

d. Discipline: the incumbent is required to exercise direct military discipline over military subordinates.

e. Rotation: the acquisition position is required to accommodate the Continental United States (CONUS) to non-CONUS or sea-to-shore rotation of personnel.

f. Unusual hours: the prescribed duties of the acquisition position entail unusual hours not compatible with civilian employment.

g. Combat readiness: all billets in a military unit whose mission includes the requirement to engage in or maintain readiness for military operations.

h. Military background: the acquisition position requires current military experience for successful performance of its prescribed duties (such required military experience must be of a first-hand nature acquired by participating in or conducting military operations, tactics, or systems operations).

i. Career development: to provide adequate acquisition career paths for officer career development.

j. Other: there is another compelling reason to reserve the acquisition position for military incumbency.

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2. Annual Review of Billets Reserved for Military Incumbency Only. All acquisition positions that have been reserved for military incumbency only shall be reviewed annually for retention as a military reserve billet by the CMC for Marine Corps billets, by commanders or directors of acquisition organizations for Navy billets, or their designee(s).

3. Annual Report of Billets Reserved for Military Incumbency Only. Not later than 1 November of each year, the DACM shall forward a list of positions reserved for military incumbency only to the Director of Acquisition Education, Training, and Career Development for USD(A&T) review and concurrence.

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## PART 1

## CHAPTER VII

## FILLING ACQUISITION POSITIONS

1. Introduction. This chapter establishes policies and procedures for filling military and civilian acquisition positions other than those certain senior CAPs identified in part 1, chapter VIII.

2. Authorities

a. The organization which has the vacant position shall manage the selection and assignment process.

b. Assignments to certain senior CAPs are centrally managed. Refer to part 1, chapter VIII.

3. General Requirements

a. Prior to assignment, e.g., promotion (including career ladder promotion and accretion of duties promotion), reassignment, or new hire of any person to an acquisition position, the assigning organization must review the person's qualifications against statutory and career field certification requirements.

b. If the person selected for or assigned to the acquisition position does not meet the requirements of the position, appropriate waiver(s) must be obtained within the time frames specified in this instruction. Time frames for meeting requirements and obtaining waivers differ depending on the position and the requirement.

c. Persons selected for or assigned to CAPs must execute a tenure agreement to remain in the acquisition position for a specified length of time, normally 3 years (refer to part 1, chapter V, for tenure requirements).

d. Persons assigned to CAPs must be reviewed for rotation, i.e., reassignment, upon completion of 5 years in the position.

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e. Temporary promotions and details

(1) The assigning organization shall review the person's qualifications against statutory requirements when making a temporary promotion to an acquisition position. If a person lacks a statutory requirement, a waiver is required prior to effecting a temporary promotion to an acquisition position. If the temporary promotion exceeds 18 months, certification requirements of the acquisition position must be met or management must obtain a certification waiver.

(2) Waivers are not required when effecting a detail to an acquisition position. However, the certification requirements of the detail position should be met if a person is placed in an extended detail.

4. Requirements Matrix. The following matrix summarizes the basic requirements for acquisition positions.

TYPE OF POSITION	REGULATORY CERTIFICATION REQUIREMENTS	STATUTORY APC MEMBERSHIP	OTHER REQUIREMENTS	STATUTORY TENURE AGREEMENT
Critical	Level III. Must meet within 18 months of assignment.	Must be an APC member prior to assignment.	Applies to positions listed below (see *). Must meet prior to assignment (see * for exceptions).	Must execute prior to entering the position.
Non-Critical	Level I, II, or III, depending on the grade of the position. Must meet within 18 months of assignment.	Not required.	GS-1102 and warrant authority above small purchase. Must meet prior to assignment and/or warranting.	Not required.

\* CAPs with other requirements, i.e., statutory requirements in



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addition to APC membership and tenure requirements, are as follow: flag, general officer, SES, PEO, DPEO, ACAT I and II PM and DPM, DRPM, DDRPM, GS-1102, SCO, and positions requiring warrant or contract administration authority above the small purchase threshold. Except for GS-1102 and warranted contracting officers, APC members have 6 months from the date of assignment to meet the special statutory requirement(s) of their position before a waiver of a special statutory requirement must be obtained.

5. Military Assignments. The receiving command, in coordination with CHNAVPERS or CMC, or their designee(s), shall ensure that military personnel meet the requirements of the position to which assigned or that the appropriate waiver is obtained.

6. Civilian Selections and Reassignments

a. Vacant civilian acquisition positions may be filled through competitive or non-competitive processes.

b. The AWP statutory and regulatory education, training, and experience requirements of the position must be used as quality ranking factors in the selection process when filling civilian acquisition positions competitively, including competition for a temporary promotion. These factors must be addressed in the vacancy announcement. Other job-related factors, in addition to AWP requirements, may be used as factors in the selection process. Specific procedures are provided in paragraphs 7, 8, and 9.

c. Regardless of whether an acquisition position is filled competitively or non-competitively, persons assigned to acquisition positions must meet the requirements of the position within specified time frames or the appropriate waivers must be obtained. Several examples are provided below.

(1) GS-801-9 position. This is a non-CAP. If the position is filled competitively, the vacancy announcement must address as quality ranking factors the appropriate level II mandatory certification standards for the position. The selectee must meet these standards within 18 months of assignment or management must obtain a certification waiver.

(2) GS-1102-13 position where the incumbent will be required to hold a warrant above the small purchase threshold.

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This position is a non-critical contracting position. If the position is filled competitively, the vacancy announcement must address as quality ranking factors the mandatory level III certification standards, the statutory education requirements for GS-1102 positions, and warrant requirements. The selectee must meet the statutory education requirements prior to assignment and must meet the statutory warrant requirements before receiving a warrant or obtain a waiver for each requirement lacked. The certification standards must be met within 18 months after assignment; otherwise, management must obtain a certification waiver. (Note: if the selectee for the position will be required to exercise warrant authority upon assuming the position and/or the warrant authority is a specific requirement of the position, the statutory warrant requirements must be met prior to assignment.)

(3) GS-1102-14 position with no warrant required. This position is both a CAP and a contracting position. If this position is filled competitively, the vacancy announcement must address as quality ranking factors the mandatory level III certification standards, the statutory education requirement for GS-1102 positions, and APC membership. The vacancy announcement must also address the 3-year tenure obligation. The selectee must meet the statutory education and APC membership requirements prior to assignment or obtain a waiver for each requirement lacked. The selectee must also execute the tenure agreement prior to assignment. The certification standards must be met within 18 months after assignment; otherwise, management must obtain a certification waiver.

7. Civilian Competitive Selection Procedures for All Acquisition Positions

a. The vacancy announcement must state that the position is an acquisition position and identify the acquisition position category (career field).

b. Certification requirements must be used as quality ranking factors. A vacancy announcement should identify as quality ranking factors both:

(1) The certification level of the acquisition position (the applicant would indicate whether he or she is certified to the level of the position) and

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(2) All of the mandatory certification level standards of the vacant acquisition position.

Persons who are certified to the level of the advertised acquisition position and people who are not yet certified but meet certification requirements must be ranked equally on the certification factor. This includes persons who were certified using standards that, since their certification, have changed.

(3) If the position has statutory requirements, e.g., GS-1102 and/or warrant requirements, these must also be stated in the vacancy announcement as quality ranking factors.

(4) Persons selected for acquisition positions must meet the certification requirements within 18 months after assignment or management must obtain a certification waiver. Statutory requirements must be met or waived prior to assignment.

8. Additional Civilian Competitive Selection Procedures for CAPs

a. In addition to the requirements identified in paragraph 7, the vacancy announcement must state that the position is a CAP and require that the selectee execute a tenure agreement prior to assignment.

b. The minimum area of consideration for CAPs is DON-wide.

c. Vacancy announcements which expand the area of consideration beyond DON must state that members of other Defense Component Acquisition Corps have reciprocal membership in the APC.

d. CAPs in the two position categories of Program Management Oversight and Training, Education and Career Development do not have career field certification requirements. For these two categories, only statutory requirements, e.g., APC membership and SES position requirements, shall be used as quality ranking factors. When filling positions in these two categories, management will select an appropriate primary career field based on the selectee's background and the requirements of the position. (See part 2, chapter I, paragraph 4 for information regarding the designation of primary career fields.)

e. APC membership is a statutory requirement and must be used as a quality ranking factor. APC members (including members

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waived into the APC), members of other DOD Component Acquisition Corps, and nonmembers who meet APC selection standards must be ranked equally on the APC factor.

(1) The vacancy announcement should state that APC membership is a qualification requirement and that a potential selectee must either be a member of the APC or become an APC member prior to assignment. Vacancy announcements should state that the CAP vacancy may be filled by a non-APC member only when it is determined that qualified APC members are not available. In such cases, a CAP assignment waiver must be approved prior to the selectee entering the CAP (refer to part 1, chapter V, for information on CAP assignment waivers).

(2) The vacancy announcement should also note that the education element of the APC quality ranking factor does not apply to an employee who, as of 1 October 1991, had at least 10 years experience in Federal government acquisition positions or in comparable private sector positions. A person with 10 years of acquisition experience as of 1 October 1991 would receive full credit for education. Additionally, the education element does not apply to an employee who was serving in an acquisition position on 1 October 1991, who had less than 10 years of acquisition experience as of 1 October 1991, and who has completed 24 semester credit hours in one or more of the following business disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods (see definitions of quantitative methods in part 4), and organization and management.

f. All CAPs that are competitively announced must be listed in the civilian Centralized Job Referral System (CJRS).

9. CJRS

a. The CJRS consists of a voice mail system listing all civilian DON CAPs being filled through merit promotion. CJRS is administered by the Office of the DACM through the Naval Acquisition Career Management Center (NACMC).

b. Commands using the merit promotion process for filling civilian CAPs must register vacancy announcements in the DON CJRS. The HRO issuing the announcement must telefax a copy of the entire announcement to NACMC as soon as the vacancy is announced. The NACMC telefax number is 717-790-1980 or

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DSN 430-1980. If the vacancy announcement is amended, canceled, or extended, the HRO must telefax immediately the amendment, cancellation, or extension to NACMC.

c. A summary of each CAP vacancy announcement shall be entered into the CJRS by NACMC. Interested parties may call the CJRS to obtain information on every DON CAP currently advertised for fill through merit promotion. The phone numbers for CJRS job vacancy information are 1-800-431-4422, DSN 430-6229, or commercial 717-790-6229.

d. CJRS also may be used to announce CAPs filled through a noncompetitive process, e.g., reassignment opportunities.

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## PART 1

## CHAPTER VIII

## FILLING CERTAIN SENIOR CRITICAL ACQUISITION POSITIONS

1. Purpose. This chapter establishes procedures to consider, recommend, select, and assign the best qualified DON military and civilian personnel to certain senior critical acquisition positions.

2. Applicability. The procedures contained within this chapter apply to the following positions:

a. PEOs (Note: PEOs do not include Commanders of Systems Commands);

b. DRPMs;

c. PMs of major acquisition, i.e., ACAT I, and significant non-major, i.e., ACAT II, programs;

d. Deputies to the positions identified in 2a through 2c above; and

e. Managers of certain significant non-ACAT I or II acquisition programs and commanding officers or commanders of acquisition shore activities performing significant acquisition missions. These are CAPs specifically designated by the AWOC as requiring the special oversight described within this chapter. They include, but are not limited to, Supervisors of Shipbuilding, Commanding Officers of Naval Shipyards, and Commanding Officers of Naval Aviation Depots. Under separate cover, the DACM shall provide a listing of these positions to responsible PEOs, DRPMs, and Systems Commanders.

3. Background

a. In an effort to foster career development opportunities for both military and civilian personnel and to ensure that there is a continued infusion of new ideas into Defense acquisition programs, the DAWIA directed the Secretary of Defense to fill acquisition positions with the best qualified individuals. DAWIA also provided guidance concerning the civilian/military mix of the acquisition workforce, as well as specified tour lengths and rotation reviews for persons assigned to CAPs.

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b. A Deputy Under Secretary of Defense (Acquisition Reform) memo for the Service Acquisition Executives dated 23 May 1994, Subj: Assignment of the Best Qualified Individuals to Certain Senior Acquisition Positions (NOTAL), and reference (a) issued DOD policies for accomplishing the statutory requirements addressed in paragraph 3a. This chapter implements these requirements within DON.

#### 4. Goals

a. Assign the best qualified individuals to the positions specified in paragraph 2.

b. Increase the number of civilians in ACAT I and II PM positions while preserving advancement and career development opportunities for military members of the acquisition workforce.

c. Where possible, have a military and civilian management team for the two senior positions in a program office.

d. Promote program stability as well as the infusion of new ideas through specified tour lengths and rotation of incumbents upon tour completion.

#### 5. Responsibilities

a. The ASN(RD&A) is responsible for the development and implementation of nomination, assignment, and rotation procedures for positions identified in paragraph 2a and 2b, i.e., PEO and DRPM positions.

b. PEOs, DRPMs, and Systems Commanders are responsible for the development and implementation of nomination, assignment, and rotation procedures for positions identified in paragraph 2c through e and any other positions which may later be identified by the AWOC. The DACM shall provide a listing of these positions to responsible PEOs, DRPMs, and Systems Commanders and shall update the listing as changes occur. PEOs and DRPMs shall consolidate their administrative processes with the systems command that provides their administrative support.

c. HROs shall provide such personnel services as may be necessary to effectively implement the procedures contained within this chapter.

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## 6. General

a. Unless otherwise approved by the ASN(RD&A) as a position reserved for military fill only, assignments to positions identified in paragraph 2a through c, i.e., PEO, DRPM, and ACAT I and II PM positions, shall be made from slates comprised of both military and civilian candidates. Assignments to positions identified in paragraph 2d and e may be made from slates comprised of either military or civilian candidates.

b. APC membership requirements and the special statutory requirements for the position, (see part 1, chapter IV, part 2, chapter IV, and reference (a)), as well as the DOD mandatory acquisition career field certification standards for the position which are published annually by the DACM, shall be used in the evaluation process. Other job-related factors may be used in the evaluation process.

c. Assignments shall be made based on DON mission needs and the qualifications of the candidates. Consideration shall be given to the need to maintain a balanced workforce in which women and minorities are appropriately represented.

d. The preferred method for assigning civilians is through the non-competitive reassignment process. Other valid methods, however, may be used to fill positions when determined appropriate. If the competitive process is used, the area of consideration must be, as a minimum, DON wide.

e. Unless an extension is approved, individuals assigned to PEO, DRPM, and ACAT I and II PM positions shall be reassigned upon completion of their tenure requirement. For other positions identified in paragraph 2, reassignment upon completion of the tenure requirement is encouraged but not mandatory (refer to paragraphs 10 and 11 for tenure and rotation requirements).

## 7. Assignment Procedures for Positions Identified in Paragraph 2a and b, i.e., PEOs, and DRPMs

a. Both military and civilians shall be considered for PEO and DRPM positions.

b. The ASN(RD&A) will coordinate flag and general officer selections with the CNO, VCNO, or CMC.



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8. Assignment Procedures for Positions Identified in Paragraph 2c, i.e., ACAT I and II PMs. The following shall be incorporated in PEO, DRPM, and systems command procedures:

a. At least yearly, a call shall be extended to fill vacancies projected to occur within a specified period of time, e.g., within 18 months. As a minimum, the listing of projected vacancies for the responsible PEO/DRPM and supporting systems command shall include ACAT I and II PM positions for which the incumbents will have completed their required tenure. The listing should also include other positions identified in paragraph 2 for which management has decided to rotate the incumbent.

b. As a minimum, all qualified civilian and military personnel within the DON material establishment shall be given an opportunity to express an interest in being considered for reassignment. For purposes of this chapter, the material establishment includes the PEO/DRPM organizations, the Naval Sea Systems Command (NAVSEASYSKOM), the Naval Air Systems Command (NAVAIRSYSKOM), the Space and Naval Warfare Systems Command (SPAWARSYSKOM), and the MARCORPSYSKOM.

c. Candidates shall be screened by a formal panel comprised of flag or general officers and SES members. In cases where the panel will screen candidates from more than one material establishment, e.g., the NAVSEASYSKOM panel will screen NAVAIRSYSKOM candidates for a NAVSEASYSKOM vacancy, at least one representative from that establishment shall serve on the panel. The panel shall produce a recommended slate of candidates for each vacancy in rank order, beginning with the number one ranked candidate. For PEO/DRPM organization vacancies, the PEOs and DRPMs shall have representatives on the cognizant systems command panel and shall coordinate their administrative processes with that systems command.

d. Slates for each ACAT I and II PM vacancy shall include at least four candidates, provided four candidates are available. To the extent possible, the number of military and civilian candidates on each slate should be equal.

e. The panel's slate and recommendation of the best qualified candidate, i.e., the number one ranked candidate, together with the billet description, shall be forwarded to the DACM for inclusion on the next AWOC agenda. The responsible PEO,

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DRPM, or Systems Commander will present the slate and recommended selectee to the AWOC.

f. The slating process should be completed in sufficient time so as to permit selection by the AWOC at least 6 months before the current incumbent is scheduled to leave. This will allow the selectee to complete, if necessary, the statutory training course requirements for the position. The AWOC generally meets four times a year: typically in February, May, August and November. The slating needs to be completed with enough lead time so that the majority of assignments can be reviewed and approved at the November AWOC meeting. Additionally, slates should reach the DACM at least 15 days prior to the AWOC meeting for administrative and pre-briefing purposes.

g. For unplanned vacancies, a slate of nominees should be submitted to the AWOC, via the DACM, no later than 60 days after the vacancy occurs.

h. The AWOC, co-chaired by the ASN(RD&A) and VCNO, shall approve ACAT I and II PM assignments. As a general practice, the ASN(RD&A) will interview ACAT I PM selectees prior to final approval; interviews of other selectees may be scheduled on a case-by-case basis.

i. PEOs, DRPMs, and Systems Commanders shall ensure that the selectees are notified. In situations where the AWOC's decision requires coordination with DOD prior to final approval of the selectee, i.e., for ACAT ID PM selections, the DACM shall notify the PEO, DRPM, or Systems Commander when such coordination has been completed.

9. Assignment Procedures for Positions Identified in Paragraph 2d and e, i.e., Deputies, Managers of Certain Significant Non-ACAT I or II Acquisition Programs, and Commanding Officers or Commanders of Acquisition Shore Activities. Assignment procedures shall be identical to those outlined in paragraph 8 for ACAT I and II PMS with the following exceptions:

a. In cases where a DPM is being slated, the panel may be comprised of flag and general officers and SES members as described in paragraph 8c or may be reconstituted as circumstances warrant.

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b. A combined military/civilian slate is not required. The decision regarding military or civilian fill may be made by the responsible PEO, DRPM, or Systems Commander prior to the panel's development of a slate of candidates.

c. Rotation of the incumbent upon completion of the tenure requirement is encouraged but not mandatory.

d. If the panel's recommendation for selection, i.e., the number one ranked candidate, meets all statutory requirements for the position and is agreed to by the responsible PEO, DRPM, or Systems Commander, AWOC approval is not required.

e. For deputy selections that do not require AWOC approval (see paragraph 9d), specific information about the position and selectee is required by the DACM for DAWIA reporting purposes. Accordingly, the following information shall be promptly forwarded to the DACM, in writing, on deputy assignments:

(1) Program title;

(2) Name of selectee;

(3) Start date;

(4) For DDRPMs and ACAT I DPMs, the next major milestone date closest 4 years from the start date of assignment (indicate if all major milestones have been completed);

(5) Projected rotation date (refer to paragraph 10 for tenure requirements);

(6) Number of years in acquisition (list assignments with start and completion dates);

(7) Number of years in a program office or similar organization; and

(8) Date completed the Program Management Course or both the Advanced Program Management Course and the Executive Program Management Course. If course was fulfilled (see part 2, chapter II, paragraph 8) through means other than having completed the course itself, state date fulfillment was approved by the DON Acquisition Management Functional Board.

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f. The slate of candidates shall be forwarded to the AWOC, via the DACM, for decision in the following situations:

(1) Where the responsible PEO, DRPM, or Systems Commander does not select the panel's recommendation of the number one ranked candidate; and/or

(2) Where the selectee would require a waiver of any of the DAWIA statutory requirements in order to be assigned to the position (Note: see part 1, chapter IV, for statutory requirements).

#### 10. Tenure

##### a. General

(1) Unless assigned to their positions prior to the date tenure requirements became effective, i.e., 1 October 1991 for DRPMs and ACAT I PMs and 1 October 1993 for all others, individuals are required to execute tenure agreements upon assignment to CAPs. CAPs are civilian acquisition positions at the GS-14 level and above, and military acquisition positions that must be filled by officers at the O-5 level and above. All positions identified in paragraph 2 are CAPs and require the incumbent to execute a tenure agreement.

(2) The execution of tenure agreements for both civilian and military personnel assigned to positions in paragraph 2a through c (PEOs, DRPMs, and ACAT I and II PMs) shall be administratively managed by the DACM.

(3) The execution of tenure agreements for other assignments covered by this chapter, identified in paragraph 2d and e, shall be managed as follows. For civilians, agreements shall be administratively managed by the responsible PEO, DRPM, Systems Commander, or their designee(s). For Navy military, agreements shall be administratively managed by BUPERS and shall be contained within the officer's orders. For Marine Corps military, the agreement shall be administratively managed by the CMC, Code MMOA-3. A copy of the military officer's orders or the civilian's signed tenure agreement shall be forwarded to the DACM.

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b. Tenure Requirement

(1) For DRPMs, DDRPMs, and ACAT I PMs and DPMS, the tenure requirement is through the completion of the first major milestone that occurs closest in time to the date on which the individual has served in the position 4 years. If all major milestones have been completed, the requirement is 4 years.

(2) For all other CAPs identified in paragraph 2, the tenure is 3 years.

c. Waiver of the Tenure Requirement. If it becomes necessary for the incumbent to leave the position prior to the completion of his/her tenure, a waiver is required.

(1) For PEO and DRPM assignments, waiver of the tenure requirement shall be approved by the ASN(RD&A). Waivers for flag and general officers shall be coordinated with the VCNO or CMC, as appropriate.

(2) For all other assignments identified in paragraph 2, requests to waive the tenure requirement shall be in writing, provide justification, and be submitted by the responsible PEO, DRPM, or Systems Commander to the AWOC, via the DACM, for consideration. Tenure requirement waivers shall be approved by the ASN(RD&A). This authority may be delegated by the ASN(RD&A) to the DACM only.

(3) Tenure waivers are not required for DPMS when they are reassigned from their DPM positions to other CAPs. Waivers are also not required for individuals who are reassigned when a program is canceled or merged with another program, when an organizational realignment abolishes an individual's position, or when a Service Selective Early Retirement Board identifies an individual for early retirement.

11. Rotation

a. Time Frames for Rotation

(1) For PEOs, DRPMs, and ACAT I and II PMs, the rotation shall occur upon completion of the tenure requirement. If assigned to one of these positions prior to the date the tenure requirement became effective, i.e., 1 October 1991 for DRPMs and

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ACAT I PMs and 1 October 1993 for PEOs and ACAT II PMs, the rotation shall occur no later than 1 October 1996.

(2) For other positions identified in paragraph 2, there is no mandatory rotation requirement. Upon completion of the tenure requirement, but no later than 5 years, the incumbent shall be reviewed for rotation by the responsible PEO, DRPM, or Systems Commander. If assigned to the position prior to the date the tenure requirement became effective, i.e., 1 October 1993, the rotation review shall occur no later than 1 October 1996. If a decision is made to allow the incumbent to remain in the position, subsequent rotation reviews shall be made annually until the incumbent is reassigned.

b. PMs should not be reassigned within 6 months prior to a major milestone. Also, to the maximum extent practical, a PM who is the replacement for a reassigned PM should arrive at the assignment location before the reassigned PM leaves.

c. Extension of Time Frames for Rotation

(1) For PEO and DRPM assignments, the ASN(RD&A) will approve extensions. Flag and general officer extensions will be coordinated with the VCNO or CMC, as appropriate, prior to approval. If the request for extension is approved, the incumbent may be retained in the position for 1 additional year. Individuals who are not reassigned by the end of that additional year must be rotated or obtain another extension to remain in the position for another year.

(2) For ACAT I and II PM assignments, the request for extension shall be in writing and provide justification for the extension. The request shall be made by the responsible PEO, DRPM, or Systems Commander and forwarded to the AWOC, via the DACM, for approval. If the request for extension is approved, the incumbent may be retained in the position for 1 additional year. Individuals who are not reassigned by the end of that additional year must be rotated or obtain another extension to remain in the position for another year.

(3) For all other positions identified in paragraph 2, mandatory rotation upon completion of the tenure requirement is not required. Accordingly, the extension provision does not apply. (Note: while there is no mandatory rotation requirement,

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incumbents of these positions must be reviewed for rotation upon completion of 5 years of service in the position.)

12. Requirements Matrix. Excluding PEO and DRPM assignments which are under the direct responsibility of the ASN(RD&A), the matrix shown below summarizes the basic assignment procedures for positions covered by this chapter.

## REQUIREMENTS MATRIX

POSITION/ PROCEDURE	DPEO	ACAT I PM	ACAT II PM	ACAT I DPM/ DDRPM	ACAT II DPM	OTHER
PANEL	X	X	X	X	X	X
COMBINED MILITARY/ CIVILIAN SLATE		X	X			
AWOC APPROVAL ALWAYS	X			X	X	X
AWOC APPROVAL FOR DEVIATION OR WAIVER	X			X	X	
SEND INFO TO DACM WHEN AWOC APPROVAL IS NOT REQUIRED	X			X	X	
4-YEAR TENURE		X		X		
3-YEAR TENURE	X		X		X	X
ROTATE AT END OF TENURE		X	X			
5-YEAR ROTATION REVIEW	X			X	X	X

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## PART 2

## CHAPTER I

## DESIGNATION OF THE ACQUISITION WORKFORCE

1. Introduction. This chapter provides policies and procedures for designating acquisition workforce members. It also provides guidance for assigning primary acquisition career fields to workforce members and removing the acquisition workforce designation.
2. Delegation of Authorities
  - a. Commanders or directors of Navy acquisition organizations, or their designee(s), are authorized to designate Navy military and civilian acquisition workforce members, assign a primary acquisition career field to the workforce member, and remove the acquisition workforce designation in accordance with the provisions of this instruction.
  - b. The CMC, or designee(s), is authorized to designate Marine Corps military and civilian acquisition workforce members, assign a primary acquisition career field to the workforce member, and remove the acquisition workforce designation in accordance with the provisions of this instruction.
3. Acquisition Workforce Members. The DON acquisition workforce consists of:
  - a. Persons assigned to designated acquisition positions,
  - b. Members of the APC, and
  - c. Marine Corps military personnel with an acquisition Military Occupational Specialty (MOS).
4. Designation of Primary Career Field
  - a. Officials responsible for designating acquisition workforce members shall ensure that each acquisition workforce member is assigned a primary acquisition career field. The primary acquisition career field shall be the same as the category of the acquisition position occupied by the workforce member except as specified in paragraph 4b.

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b. There are no specific acquisition career fields for positions in the position categories of Program Management Oversight and Education, Training and Career Development. Incumbents of these positions shall recommend a primary career field based on their background and experience and the needs of the position and organization. The primary career field recommendation shall be approved by management.

c. Temporary Promotions and Details

(1) A temporary promotion to a position in a different position category shall not change the member's primary career field, unless the temporary promotion lasts longer than 18 months. In that case, the person must meet the certification requirements of the position to which temporarily promoted or management must obtain a certification waiver to allow the person to remain in the position for more than 18 months. If the temporary promotion is for less than 18 months, the person should consider the career field associated with the temporary promotion to be a subsidiary career field and strive to meet the appropriate certification requirements of that subsidiary career field.

(2) A detail to a position in a different position category shall not change the member's primary career field. A person detailed to a different position category for an extended period of time should consider the career field associated with the detail position to be a subsidiary career field and strive to meet the appropriate certification requirements of that subsidiary career field.

5. Removal of Designation. A person shall no longer be in the acquisition workforce when that person no longer occupies a DON civilian acquisition position, loses an acquisition MOS (for Marine Corps military), or leaves DON. APC members may retain the acquisition workforce designation until removed from APC membership (refer to part 2, chapter IV).

6. Notification to Acquisition Workforce Members. Officials responsible for designating workforce members shall ensure that military and civilian personnel are notified of their acquisition workforce membership and primary career field. This notification should be accomplished in conjunction with the acquisition position notification addressed in part 1, chapter I. Persons in

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the AWP should also be notified when they are removed from acquisition workforce.

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## PART 2

## CHAPTER II

## CAREER DEVELOPMENT

1. Introduction. Career development is a key element of the AWP. It is the means through which management can improve the professionalism of the acquisition workforce by developing, on a long term basis, a highly qualified workforce capable of performing both current and future DON acquisition functions. Career development provides acquisition workforce members with increased proficiency in their current acquisition position and provides opportunities for career-broadening experiences and progression commensurate with their abilities. Finally, career development of the acquisition workforce will provide the DON with capable replacements for senior acquisition positions on a planned, systematic basis.

2. Delegation of Authority

a. The DACM shall:

(1) Manage the Acquisition Intern Program, including management of the resources required for development and operation of the program, authorization of intern allocations for the various acquisition career fields, and publication of program policies and procedures;

(2) Manage the Acquisition Workforce Tuition Assistance Program, including resources required for its operation, and publish Acquisition Workforce Tuition Assistance Program guidelines and procedures;

(3) Obtain and allocate course quotas and travel and per diem funding associated with mandatory training for DON acquisition workforce members, including military officers assigned to positions outside the DON, and publish DON policies and procedures for quota management, registration, and funding for mandatory training; and

(4) Establish other programs which provide career development opportunities to the workforce, including but not limited to: cooperative education, journeyman level training and rotational assignments, repayment of student loans, scholarship programs, exchange programs, and developmental positions.

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b. Functional Boards shall:

(1) Annually review curriculum requirements, allocations, quotas, student attendance, priorities, and resources provided by the AWP for acquisition career field(s) under their cognizance and provide a written evaluation which includes findings and recommendations for improvement to the DACM; and

(2) Provide advice and guidance to the DACM on education, training and rotational assignments required for acquisition interns.

3. Career Development Plans. Planning is essential for successful career development. Acquisition workforce members, in coordination with their supervisors, shall prepare a career development plan. Plans shall identify both short- and long-range career goals, such as membership in the APC or certification in a member's primary or subsidiary career field. Plans shall outline how education, training, and developmental activities needed to achieve career goals and objectives shall be accomplished.

4. Performance Appraisal

a. Civilian acquisition workforce members shall be provided an opportunity for review and inclusion of comments on their performance appraisal by a person serving in an acquisition position in the same acquisition career field. If a civilian acquisition workforce member requests such a review and there is no other person in an acquisition organization in the same career field, this review shall be conducted by the chair of the appropriate DON Functional Board. In such cases, commanders or directors of acquisition organizations shall forward the performance appraisal to the DACM who shall direct the performance appraisal to the chair of the appropriate DON Functional Board.

b. If a Navy military acquisition workforce member believes that comments regarding performance of acquisition duties inadequately reflect performance or are inappropriate, the military member may request review by BUPERS (PERS-323) via the reporting senior. A copy of the report shall then be forwarded to BUPERS (PERS-2MM) for review and comment by an official in the same acquisition career field as the requesting member.

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c. A Marine Corps military acquisition workforce member may request a review of his or her fitness report by a person serving in an acquisition position in the same acquisition career field. Request for review is made through the CMC, Code MMSB.

d. Contracting officers' evaluations shall be performed within their own career program channels. The only exception shall be the performance evaluation of the senior contracting officer in an organization, e.g., the head of the contracting office. In this instance the evaluation shall be performed by the head of the organization or his or her designee.

#### 5. Acquisition Intern Program

a. The Acquisition Intern Program is a centrally managed and funded program which provides highly qualified and talented entry-level persons an opportunity for non-competitive promotions, career broadening assignments, and education and training to prepare them for membership in the APC and certification through level II in their primary career field.

b. The Acquisition Intern Program is a comprehensive career development program which includes the following elements: recruitment, training, classification and position management, performance appraisal and award, and education programs including cooperative education programs.

c. Centralized acquisition workforce funding shall be provided for salary, rotational assignments, and education and training during the internship period in accordance with published procedures.

d. Annually, the DACM shall canvass all acquisition organizations to determine their requirements for acquisition interns. Acquisition organizations shall respond to this annual data call using the format shown in appendix I. The total number of intern billets available shall be based upon funding levels and overall acquisition workforce requirements. DACM allocations to each acquisition organization shall be based upon the proportional size and distribution of their acquisition workforce, their rationale for intern request, and their overall future workforce requirements. Historical execution will also be a factor in determining allocations. With DACM approval, acquisition organizations may deviate from their approved execution plan.

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e. Functional boards shall establish a master development plan for interns in career fields under their cognizance. The master development plan shall describe the education, training, and rotational assignments required for graduation from the program in accordance with DACM-published guidance.

f. The NACMC shall centrally coordinate all aspects of the intern program. This includes human resources management, fiscal, payroll, and related administrative matters. The NACMC shall publish procedures as necessary to administer the program.

g. Activities to which interns have been allocated shall ensure that the intern completes the requirements of the master development plan.

6. Training Requirements. Each career field has training required for certification in that field. In addition, certain acquisition positions have statutory training requirements, e.g., warranted contracting officers and ACAT I and II PMS. Training requirements are published annually by the Office of the DACM. The following methods may be used to meet these requirements:

a. Completion of the required Defense Acquisition University (DAU) course;

b. Completion of a certified equivalent course listed in the DAU catalog;

c. Completion of a correspondence course listed in the DAU catalog;

d. Fulfillment (see paragraph 8); or

e. Passing equivalency examinations administered by the DAU consortium (listed in the DAU catalog).

7. Centralized Allocation of Training Quotas

a. Annually, the DACM shall identify to the DAU the DON requirements for quotas in mandatory training courses. Requirements shall be based on training documented in military and civilian personnel records and on historical quota usage.

b. Prior to the start of each fiscal year, the DACM shall sub-allocate quotas received from DAU to acquisition

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organizations with designated training representatives, based on pro rata share of the workforce, identified training requirements, and historical usage. Quotas shall be allocated by quarter and by geographical location in the instance of on-site offerings. Quotas shall be redistributed by the DACM as required.

c. Acquisition organizations in receipt of mandatory course quotas shall designate a specific person to oversee the quota management process within that organization. This designated training representative shall ensure the effective utilization of quotas within their claimancy by:

(1) Issuing training policies to acquisition workforce members within their claimancy;

(2) Validating requirements for quotas received and verifying appropriateness of on-site locations with time frames established by the DACM;

(3) Where more requests to attend a course exist than quotas are available, allocating quotas in the following priority order:

(a) Courses required by statute;

(b) Courses required for certification to the level required for the person's current position or courses required to provide prerequisite knowledge for the member's current certification level;

(c) Courses required for the next higher level in the member's primary career field, or courses designated as "assignment specific" for the employee's position;

(d) Courses designated in the annual DACM listing of training requirements as "desired" for the member's primary career field; or subsidiary career field training; and

(e) Courses not required by statute or regulation;  
and

(4) Ensuring that registration, cancellation, and substitution procedures published by the DACM are followed within their claimancy.

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d. Acquisition organizations without designated training representatives should contact NACMC for quota information.

e. Registration Process. The DACM shall publish detailed administrative procedures for course registration. General provisions are as follow.

(1) Registration of all DON students, both military and civilian, in mandatory acquisition training courses is centrally administered by the NACMC. This includes courses offered in resident, on-site, satellite, and correspondence modes. It also includes courses completed through equivalency exam. Class dates and locations shall be assigned by the NACMC to each student in possession of a quota. All students shall be registered through the Army Training Requirements and Resources System (ATRRS).

(2) Travel and per diem funding shall be provided for acquisition workforce members traveling outside their geographic location to attend mandatory training. The NACMC shall coordinate and control centralized travel funding and issue travel authorizations. Students are required to submit copies of their liquidated travel voucher to the NACMC within 5 working days of receipt from their travel office. The NACMC shall defer further funding authorizations to students with unliquidated travel vouchers in excess of 60 days from the class completion date.

(3) Students are expected to attend classes as scheduled. Students who fail to attend scheduled training without official cancellation through the NACMC shall be ineligible to receive further quotas for the next two quarters.

f. Training Documentation. Attendees who successfully complete mandatory training courses shall receive a DOD Training Certificate (DD 2491). Civilian employees should submit a copy of this form to their servicing HRO for inclusion in DCPDS. Navy military personnel should submit a copy of their certificate to BUPERS (PERS-1024C), Washington, D.C. 20370-5102. Marine Corps military personnel should submit a copy to Commander, MARCORSSYSCOM ATTN: MARCORSSYSCOM, Code AP, 2033 Barnett Ave., Suite 315, Quantico, VA 22134-5010.

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## 8. Mandatory Course Fulfillment Program

### a. Introduction

(1) As authorized by reference (e), members of the DON acquisition workforce may fulfill mandatory training course requirements based on previous experience, education, and/or alternative training programs. The purpose of the DON mandatory course fulfillment process is to allow experienced acquisition workforce members to receive official credit for mandatory course requirements based on documentation that they have achieved the competencies taught in the mandatory course through other means.

(2) The mandatory course fulfillment program is intended to ensure that members of the acquisition workforce do not have to attend training unnecessarily. This, in turn, allows inexperienced personnel greater access to mandatory training course quotas. However, the program is not intended to provide workforce members with the opportunity to use fulfillment as a substitute for needed career or professional development training, nor is it intended to restrict attendance at any course for members who do, in fact, require the training being offered.

### b. Eligibility

(1) Only DON acquisition workforce members are eligible to apply for mandatory course fulfillment.

(2) Workforce members may request fulfillment for both primary and subsidiary mandatory courses with the following restrictions: members may request fulfillment of higher level courses in their primary career field only after meeting all mandatory courses required for their current position and members may request fulfillment of courses in a subsidiary career field only after meeting all lower level mandatory training requirements. See part 2, chapter III, paragraph 6.

### c. Procedures

(1) These procedures apply to all mandatory courses except the Program Management Course (PMT-301). See paragraph 8d for fulfillment of PMT-301.

(2) Members may request fulfillment of applicable mandatory courses in their primary or subsidiary career field if

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they believe they have met the course competencies through experience, education, or attendance at an alternate training course.

(3) To request fulfillment, members must complete a DD 2518 and the applicable self-assessment form for each course for which fulfillment is being requested. A sample DD 2518 is provided in appendix J. Self-assessment forms for mandatory courses are found in reference (e). Reference (e) has been widely distributed and may be reviewed by contacting the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.

(4) Completed self-assessment forms must be reviewed by the member's supervisor to determine whether the member adequately meets the listed competencies. To receive fulfillment, the person must demonstrate that he or she meets the competencies sufficiently to forego attendance at the course.

(5) After reviewing the member's self-assessment, the supervisor concurs or nonconcurrs in block 16 of the DD 2518 and forwards the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)

(6) Approved fulfillments shall be returned to the member for documentation in accordance with procedures described in paragraph 8e.

(7) Disapproved requests must be returned to the member with the rationale for disapproval.

d. Reference (f) established special procedures for fulfillment of the Program Management Course (PMT-301). Reference (f) may be obtained by contacting the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP. These procedures shall also be used for PMT-302 after reference (f) is updated to include self-assessment forms for this course.

e. Documentation of Fulfillment of Mandatory Training. To receive credit for mandatory training courses, an approved copy of DD 2518 must be forwarded to the servicing personnel office

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for inclusion in the members's official personnel record, as well as inclusion in the appropriate automated personnel record. (Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSSYSCOM Code AP.)

## 9. Education

a. Requirements. There are statutory and/or regulatory education requirements for acquisition workforce personnel in certain career fields. In addition, there are statutory education requirements for entry into the APC and for warranted contracting officers. Specific education requirements are outlined in references (a) and (c).

b. College Equivalency Examinations. Statutory semester-credit hour requirements for APC membership, the GS-1102 series, and warranted contracting officers may be met by passing examinations administered by DANTES. DANTES administers examinations in the following business and management disciplines: accounting, business finance, economics, law, marketing, quantitative methods, and organization and management. A completed "DAU Testing Program - Eligibility Statement," available through training representatives, must be presented to the local DANTES Test Control Officer (at military installation education centers or other DOD education offices) before a test will be administered.

c. College Credit for Mandatory Courses. Some of the mandatory courses provided by DAU consortium members have been reviewed by ACE and recommended for college credit. Workforce members currently enrolled in a degree program should check with the dean of their college or school to determine if they can get college credit for attendance at a DAU course. Colleges and universities will typically review the course syllabus and materials and the ACE recommendation before deciding whether or not to grant college credit.

d. Substitution of Training for Education. Part 2, chapter IV, paragraph 4b(2) of this instruction identifies instances where training courses may be substituted for specific semester

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credit hours required for APC membership. The DAU guide, ADS-93-01-DIR-volume 1, "DAU Directory: Satisfying Acquisition Corps Education Standards" contains a listing of DAU courses which are applicable, as well as methods for determining credit hour recommendations for non-DAU courses.

e. Acquisition Workforce Tuition Assistance Program

(1) Eligibility. DON acquisition workforce members for whom statutory or regulatory education requirements have been identified in references (a) or (c) are eligible to apply for tuition assistance under the DON Acquisition Workforce Tuition Assistance Program.

(2) Annually, the DACM shall allocate funding to acquisition organizations with large numbers of acquisition workforce personnel.

(3) Other acquisition organizations may request allocation of funding from the DACM, who shall consider requests on a case-by-case basis.

(4) Procedures. Organizations in receipt of funding shall designate a person to distribute and oversee the management of those funds in accordance with the priorities and procedures published by the DACM as required by paragraph 2a(2). Organizations not in receipt of funding may request tuition assistance from NACMC in accordance with procedures published by the DACM as required by paragraph 2a(2).

(5) Payment is limited to courses leading to a degree in an acquisition-related field such as business, engineering, or science, courses to meet mandatory and desired career field certification, and/or warrant requirements and courses needed for entry into the APC.

f. Defense Acquisition Scholarship Program. DOD sponsors an annual scholarship program leading to a Master of Business Administration degree designed to qualify personnel for civilian acquisition positions within DOD. Eligibility criteria and number of scholarships offered may vary from year to year. For complete information contact the Defense Acquisition Scholarship Program, Northeast Consortium for Engineering Education, 1101 Massachusetts Avenue, St. Cloud, FL 34769.

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10. Experience. Each career field requires acquisition experience at each level. Membership in the APC requires general acquisition experience. In addition, there are special statutory experience requirements for certain acquisition positions such as PMs or SCOs.

a. Experience to be credited. For purposes of meeting experience requirements, the period of time spent in a position now designated as an acquisition position may be counted. The position may have been in DOD or it may have been an equivalent position in another Government agency or in private industry.

b. Substitution of Academic Credit. Up to 12 months of time spent pursuing a program of academic training or education in acquisition may be substituted for an equal amount of the experience required by the AWP.

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## PART 2

## CHAPTER III

## CAREER FIELD CERTIFICATION

1. Introduction. This chapter provides procedures for certifying acquisition workforce members to primary and subsidiary career fields.

2. Delegation of Authorities

a. The DACM shall, subject to the concurrence of the USD(A&T), authorize mandatory education, training, and experience certification requirements in addition to those required by DOD.

b. Commanders or directors of acquisition organizations, or their designee(s), are authorized to certify qualified civilian and Navy military acquisition workforce members to an AWP career field level and to grant certification waivers.

c. The CMC, or designee(s), shall certify qualified Marine Corps military acquisition workforce members to an AWP career field level and is authorized to grant certification waivers.

d. The authority to certify persons to levels I, II, and III may be redelegated no lower than the immediate supervisor.

e. The authority to grant certification waivers may be redelegated as follows:

(1) For levels I and II: two tiers above the employee's immediate supervisor or a flag, general officer, or SES, whichever is lower, and

(2) For level III: a flag, general officer, or SES in the same career field.

3. Certification Requirements

a. DOD career field certification requirements shall be published annually by the DACM. Workforce members will apply for certification using the sample format in appendix K. The appropriate career field certification check list shall be attached to the application for certification. The check list

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may be obtained from Command training representatives and civilian HROs.

b. There are no specific acquisition career fields for positions in the categories of Program Management Oversight and Education, Training and Career Development. Incumbents of these positions shall recommend a primary career field based on their background and experience and the needs of the organization. The career field recommendation shall be approved by management.

#### 4. Changes to Certification Requirements

a. Certification requirements may be changed only with the approval of the USD(A&T).

b. Requests for changes to certification requirements shall be addressed to the DACM. The request must be in writing and explain the reasons for the desired change(s). The DACM shall consult with the responsible Functional Board and, if endorsed, shall forward the request to USD(A&T) for approval.

c. Once acquisition workforce members are certified, they remain certified even if the certification requirements change. However, acquisition workforce members are encouraged to complete any new certification requirements of their primary career field.

#### 5. Time Limits on Attaining Certification

a. Persons assigned to acquisition positions after 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must meet the certification requirements of their position within 18 months after assignment or management must obtain a certification waiver.

R) b. Persons assigned to their current acquisition positions prior to 1 October 1993 for non-CAPs and 1 October 1992 for CAPs must have met the career field certification requirements of their positions by 31 March 1995 for non-CAPs and 31 March 1994 for CAPs. Employees in this category who did not meet the certification requirements of their positions by the due date have been automatically waived and no formal waiver documentation is required.

c. Persons incumbering positions that are later designated as acquisition positions have 18 months from the date of that

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designation to meet the career field certification requirements or management must obtain a certification waiver.

d. A change in certification requirements does not affect the 18-month period during which the career field certification requirements of the position must be met. For example, if certification requirements change, an uncertified person with 16 months at level III still has 2 months to become certified at level III in the primary career field or management must obtain a certification waiver. The change in certification requirements does not initiate a new 18-month period.

## 6. Certification in Primary and Subsidiary Career Fields

### a. Primary Career Field Certification

(1) All workforce members must first meet the career field certification requirement of their position before being certified to a higher level in that same career field.

(2) To be certified to a level in a primary career field, a workforce member must meet the mandatory education, training, and experience requirements established for that level. The DACM shall publish these requirements annually.

(3) Workforce members assigned to positions in levels II or III need not complete the requirements of lower levels to be certified to the level of their current position. However, the training requirements in levels I, II, and III build on each other and workforce members are encouraged to complete any lower level courses they might need to complete successfully higher level courses.

(4) Supervisors shall ensure that military and civilian workforce members are provided the opportunity to meet the mandatory certification requirements of their acquisition position and primary career field.

(5) Workforce members are encouraged to use the mandatory training course fulfillment process, if appropriate, as well as other alternative methods outlined in part 2, chapter II to meet primary career field requirements.



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b. Subsidiary Career Field Certification

(1) A workforce member may be certified in subsidiary career fields. This can occur in the following ways:

(a) The workforce member was previously certified in a primary career field and is now in a different primary career field (the previous primary career field becomes a subsidiary career field when a workforce member is assigned to another position with a different career field); or

(b) The workforce member meets all certification requirements for a subsidiary career field level and desires certification.

(2) Unlike certification in a primary career field, to be certified in a subsidiary career field, workforce members must meet all lower level certification requirements for that field (unless certified under conditions in paragraph 6b(1)(a)). For example, to be certified at level II in a subsidiary career field, the member must meet the level I and level II requirements in that particular field. If the member is requesting certification to level III, he or she must meet levels I, II, and III certification requirements in that field. Workforce members are encouraged to use the mandatory training course fulfillment process or other alternative methods outlined in part 2, chapter II to meet subsidiary career field requirements, if appropriate.

(3) Unlike certification in a primary career field, there are no regulatory time frames for meeting subsidiary career field requirements nor are there waiver provisions. Since priority for training goes to workforce members who need the training for their primary career field, training in subsidiary career fields will only be provided when sufficient quotas are available.

7. Certification Procedures

a. The certification procedures outlined below apply to both military and civilian workforce members applying for primary and subsidiary career field certification.

b. The applicant, i.e., the person requesting certification, will apply for certification using the sample format provided at appendix K. The applicant shall affix to the application the appropriate career field check list.

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c. The official authorized to certify workforce members to career field levels shall review the application.

(1) Civilian. If approved, the official shall forward the original civilian application to the servicing HRO for processing into DCPDS and provide a copy to the applicant. The HRO shall retain the original application in a permanent personnel record.

(2) Navy military. If approved, the official shall forward the original Navy military application to BUPERS (PERS-447). BUPERS (PERS-447) shall assign the member an Additional Qualification Designator (AQD) reflecting attainment of the appropriate career field level certification and file the original in a permanent personnel record.

(3) Marine Corps military. If approved, the official shall forward the original Marine Corps military application to CMC, Code MMOA-3 for processing into AWSOM and provide a copy to the applicant. MMOA-3 shall retain the original application in a permanent personnel record.

(4) If disapproved, the official shall return the disapproved application with the reason(s) for disapproval to the applicant.

d. Supervisors shall ensure that workforce members are afforded the opportunity to complete requisite certification requirements. A career development plan shall be used to assist the supervisor and workforce member in documenting and establishing a plan to meet certification requirements of the position.

8. Certification Waivers. Workforce members may not be certified through a waiver process. Rather, a certification waiver allows a person who does not meet the certification requirements of the position to remain in that position. This is an assignment waiver and is only valid for the particular position to which assigned. Further, a certification waiver does not negate the responsibility of management and the employee to continue to pursue certification. Refer to part 1, chapter II for certification waiver criteria and procedures.

9. Reciprocity. There is certification reciprocity between the DON and other DOD Components. Reciprocity means certification in

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the DON is interchangeable with certification in another DOD Component.

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## PART 2

## CHAPTER IV

## ACQUISITION PROFESSIONAL COMMUNITY MEMBERSHIP

1. Introduction. The APC is a subset of the DON acquisition workforce. The APC consists of a select group of highly skilled military and civilian acquisition professionals. DON CAPs must be filled with members of the APC. This chapter provides policies and procedures for granting APC membership and APC selection standard waivers.

2. General

a. Membership in the APC is voluntary. Persons holding CAPs on 1 October 1992 do not have to join the APC to remain in the position held on that date. However, they must become APC members in order to move into another CAP, regardless of the method used to place the person in the CAP or the reason for the move.

b. APC membership standards may be changed only with the concurrence of the USD(A&T). A request to change standards must be addressed to the DACM via the requester's chain of command. The request must be in writing and explain the reasons for the desired change. If the DACM agrees, the request shall be forwarded by the DACM to the USD(A&T) for concurrence.

3. Delegation of Authorities

a. The DACM shall, subject to the concurrence of the USD(A&T), authorize changes to APC membership requirements.

b. Military. The CHNAVPERS and CMC, or their designees, are authorized to take the following actions on military personnel other than flag and general officers:

(1) Through an administrative board made up of APC members, select military personnel into the APC and approve APC selection standard waivers for military personnel;

(2) Administratively cancel APC membership of military members; and

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(3) Administratively separate military members from the APC.

c. Flag and general officers

(1) The CHNAVPERS and CMC, or their designees, are authorized to recommend to the ASN(RD&A), via the DACM, flag and general officers for APC membership actions listed in paragraph 3b(1) through (3).

(2) The ASN(RD&A) shall approve APC membership actions for flag and general officers.

d. Civilian. Commanders or directors of acquisition organizations, or their designee(s), are authorized to take the following actions for civilian personnel through the GS-15 level:

(1) Select civilian personnel into the APC and approve APC selection standard waivers;

(2) Administratively cancel APC membership of civilian members; and

(3) Administratively separate civilian members from the APC.

e. SES

(1) Commanders or directors of acquisition organizations, or their designees, are authorized to recommend, via the DACM, SES personnel for APC membership actions listed in paragraph 3d(1) through (3).

(2) The ASN(RD&A) shall approve APC membership actions for SES personnel.

f. The immediate, or a higher level, supervisor of the person requiring the waiver is authorized to request an APC selection standard waiver.

g. The authority to approve APC selection standard waivers may be redelegated no lower than the flag, general officer, or SES level.

4. APC Membership Criteria

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a. All APC applicants must either:

(1) Be a DON acquisition workforce member graded at GS-13 (or comparable demonstration project grade), O-4, or above; or

(2) Be tentatively selected for a DON CAP.

b. In addition to 4a, APC applicants must:

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

(2) Have completed:

(a) At least 24 semester credit hours (or academic equivalent) of study from an accredited institution of higher education from among the disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods (see definitions of quantitative methods in part 4), and organization and management (combinations of college credit courses and approved equivalency examinations, e.g., DANTES, totaling 24 semester credit hours may be used), or

(b) At least 24 semester hours (or academic equivalent) from an accredited institution of higher education in their primary career field along with 12 semester hours (or academic equivalent) from the management disciplines listed in paragraph 4b(2)(a). In lieu of the 12 semester hours, applicants may substitute training courses for which ACE has recommended academic credit hours. Substitution of training courses for the 12 semester hour requirement must be based on the credit hour and discipline recommendations published by the ACE.

(c) Clarification. Paragraph 4b(2)(b) does not apply to persons in the contracting career field. Such persons must have the 24 hours in the disciplines listed in paragraph 4b(2)(a).

(d) Applicants may meet the requirement for semester hour credit in the business disciplines listed in paragraph 4b(2)(a) by passing examinations that are accepted by accredited institutions of higher education for academic credit in those

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business disciplines. Accepted examinations are the DANTES Subject Standardized Tests and the subject examinations of the College Level Examination Program, both of which are available at DANTES Test Centers.

(3) Have at least 4 years of experience in Federal government acquisition positions or comparable positions in the private sector (up to 1 year may be credited for time spent pursuing a program of academic training or education in acquisition); and

(4) Be certified at or meet all mandatory training required for either level II or III of the workforce member's primary career field. (Note: if the APC applicant is not an acquisition workforce member, e.g., an applicant from private industry, and has been tentatively selected for a CAP, the applicant must meet the mandatory training required for either level II or III of the primary career field of the acquisition position for which the applicant has been tentatively selected.)

c. In addition to 4a and b, Navy military unrestricted line applicants must include 0-5 operational command screen.

d. Mobility, either geographic or non-geographic, is an expectation of APC membership and assignment to a CAP. APC members are encouraged to seek opportunities for reassignment.

##### 5. Exception to Education Requirements

a. The APC standards in paragraphs 4b(1) and (2), i.e, the baccalaureate degree and the 24/12 semester hours (or equivalent quarter hours), do not apply to persons who, on 1 October 1991, had at least 10 years of experience in Federal government acquisition positions or in comparable private sector positions. In other words, if the applicant had 10 years of acquisition experience as of 1 October 1991, a waiver is not required.

b. Employees are exempt from the degree standard in paragraph 4b(1) if they meet all three of the following conditions:

(1) Were serving in an acquisition position on 1 October 1991;

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(2) Had less than 10 years in acquisition positions as of 1 October 1991; and

(3) Have 24 semester credit hours in the disciplines stated in paragraph 4b(2)(a). Combinations of college credit courses and approved equivalency examinations totaling 24 semester credit hours may be used, but there is no alternative to the requirement that the 24 hours all be in the stated, business-related disciplines.

c. These exceptions apply only to the education requirements. The experience and training requirements must still be met.

#### 6. Civilian APC Application Procedure

a. Applications shall be made by following the format provided in appendix L. If the applicant has obtained an APC selection standard waiver (only applicable to an incumbent of a CAP or a person tentatively selected for a CAP, see paragraph 10), the applicant shall attach a copy of the approved APC selection standard waiver. Appendix M provides the format for an APC selection standard waiver. The completed APC application shall be forwarded to the applicant's supervisor.

b. The supervisor shall review the application. If the supervisor determines that the applicant has met all standards, the supervisor shall recommend approval or disapproval, sign and date the application, and forward the application to the official authorized in paragraph 3 to select members into the APC (this may be done by the supervisor if the supervisor has been delegated authority to select members into the APC). (Note: SES may be approved only by the ASN(RD&A).) If the supervisor recommends disapproval, reasons for the recommendation shall be attached.

c. If the application for membership is approved, the selecting official shall mark the application indicating approval, sign and date the application, and forward the original approval to the servicing HRO for processing into DCPDS and filing in the member's official record. The selecting official shall forward a copy of the approval form to the APC member via the member's immediate supervisor.



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d. If the application is denied, the official shall mark the application indicating disapproval, attach written reasons for disapproval, sign and date the application, and return the disapproved application to the applicant.

7. Navy Military (other than flag officers) APC Entrance Procedure

a. The personnel records of officers shall be screened by a BUPERS administrative board to determine whether the officer meets APC standards.

(1) Officers who meet the APC standards shall be afforded an opportunity to join the APC and assigned an AQD. BUPERS shall document APC membership in the member's official personnel record and notify the officer of his or her membership.

(2) Officers who do not meet the APC standards must receive an APC selection standard waiver for each standard not met before entering the APC. APC selection standard waiver procedures are described in paragraph 10.

b. Navy officers at the O-4 level and senior may apply for membership in the APC. They shall forward an application using the format in appendix L to BUPERS (PERS-447) for screening. (Note: APC selection standard waivers may be granted only to Navy officers who have been tentatively selected for or who are assigned to CAPs.)

8. Marine Corps Military (other than general officers) APC Entrance Procedure

a. Selection into the APC for Marine Corps military members is outlined below.

(1) Marine Corps military personnel shall make application for the APC as part of review for assignment of an acquisition MOS.

(2) Regular Marine Corps officers may make application for designation as an Acquisition Manager (MOS 9959), Acquisition Management Officer (MOS 9958), and Acquisition Professional Candidate (MOS 9957). APC membership includes officers with MOS 9959 and 9958.

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(3) A Marine Corps APC Selection Board shall be convened annually. The Board shall consider applications and recommend the appropriate MOS and career field. A Board may be convened to review applications which must be considered outside the normal annual process.

(4) The Selection Board shall use the sample format application provided in appendix L to document entry into the APC. The original approved application shall be filed in the member's personnel record. Selection into the APC shall be recorded into AWSOM.

b. The Board may recommend APC selection standard waivers or, if delegated authority per paragraph 3b, approve APC selection standard waivers. (Note: APC selection standard waiver into the APC may be granted only to Marine Corps officers who have been tentatively selected for or who are assigned to CAPs.)

9. Waivers Applicable to CAPs

a. Persons selected for CAPs who are not already APC members may still be assigned to the CAP through one of two types of waivers. The first type of waiver is an APC selection standard waiver which permits entry into the APC. The second type of waiver is a CAP assignment waiver which permits a non-APC member to be assigned to a specific CAP.

b. CAP assignment waivers, which are valid only for the particular assignment for which granted, are discussed in part 1, chapter V. Procedures for requesting and approving APC selection standard waivers, which confer APC membership, are discussed in paragraph 10.

10. APC Selection Standard Waiver Procedure. This procedure shall be used only for an incumbent of a CAP or a person tentatively selected for a CAP. Other persons must fully meet APC requirements before he or she is selected for APC membership.

a. An APC selection standard waiver request must be in writing. The request must be signed by an official authorized in paragraph 3f above and must contain the following statement justifying significant potential for advancement: "I certify significant potential for the following reasons: (insert the

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rationale)." Appendix M provides the format for requesting for APC selection standard waiver.

b. An APC selection standard waiver must be approved before a person may be selected into the APC. If the APC selection standard waiver is granted, the granting official (see paragraphs 3b through e) shall:

(1) For civilian applicants, ensure that the original approved waiver is forwarded to the servicing HRO for processing into DCPDS and filing in the member's official personnel record and that a copy of the approved waiver is forwarded to the applicant and to the DACM; or

(2) For Navy military applicants, the official authorized to grant APC selection standard waivers shall ensure that the original approved waiver is forwarded to BUPERS for entry into the member's official personnel record and that a copy of the approved waiver is provided to the applicant and to the DACM; or

(3) For Marine Corps military applicants, the official authorized to grant APC selection standard waivers shall forward the original approved waiver to CMC, Code MMOA-3, for data entry into AWSOM and filing in the member's official personnel record. The official authorized to grant APC selection standard waivers shall ensure that a copy of the approved waiver is provided to the applicant and to the DACM.

c. If the application is disapproved, the original application with the rationale for disapproval shall be returned to the applicant. A copy of the disapproved application should be retained by the official authorized to grant APC selection standard waivers, or designee(s), for a minimum of 2 years.

11. Resignation from the APC. If an APC member wishes to resign from the APC, management should counsel the APC member because resignation from the APC will result in the person being ineligible to hold a CAP unless a CAP assignment waiver is approved.

a. A member wishing to resign from the APC shall submit a written resignation to the official authorized in paragraph 3 to cancel APC membership. The resignation should identify the reasons for the resignation and state whether the member occupies a CAP.

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b. The official authorized in paragraph 3 to cancel APC membership shall distribute copies of the resignation in accordance with paragraph 12c(3).

c. If the person resigning from the APC encumbers a CAP, management must either reassign the person to a non-CAP or obtain a CAP assignment waiver.

12. Administrative Cancellation of APC Membership. An APC member shall retain APC membership indefinitely subject to the following exceptions.

a. Cancellation of DON APC membership shall occur under the following circumstances:

(1) If an APC member serves 5 consecutive years in non-acquisition positions;

(2) If an APC member leaves DON military active duty or civilian service;

(3) If an APC member's resignation from the APC is received; or

(4) If an APC member was erroneously admitted to the APC.

b. If a person desires to rejoin the APC after cancellation of APC membership, that person must apply for APC membership.

c. An official authorized in paragraph 3 to cancel APC membership shall:

(1) Other than persons who leave DON per paragraph 11 or 12a(2), provide the APC member with a written notice of cancellation of APC membership which specifies the reason(s) for the cancellation;

(2) Provide a copy of the notice of cancellation or resignation to the DACM; and

(3) So that the member's official records may be amended to reflect cancellation or resignation of APC membership, provide a copy of notice of cancellation or resignation of APC membership to:

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- (a) The servicing HRO for a civilian employee,
- (b) BUPERS (PERS-447) for a Navy military member, or
- (c) CMC, Code MMOA-3 for a Marine Corps military member.

13. Administrative Separation from the APC. An official authorized in paragraph 3 may administratively separate a member from the APC. An example of a reason which might warrant administrative separation from the APC is falsification of APC application. An official authorized in paragraph 3 to separate members from the APC shall:

a. Provide the APC member with a written proposal in advance of the administrative separation from the APC which specifies the reason(s) for the proposal and which offers the member an opportunity to reply;

b. Consider any reply that the APC member may make;

c. Provide the APC member with a written decision which specifies the reasons for the action, considers any reply that the APC member may have made, and which, if the decision is separation from the APC, gives the effective date of the separation and advises the member of the procedure for contesting the decision, i.e., a civilian employee may grieve and a military member may request reconsideration at a higher level;

d. Provide a copy of the separation notice to the DACM; and

e. So that the member's official records may be amended to reflect cancellation of APC membership, provide a copy of the separation notice to:

- (1) the servicing HRO for a civilian employee,
- (2) BUPERS (PERS-447) for a Navy military member, or
- (3) CMC, Code MMOA-3, for a Marine Corps military member.

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

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PART 2  
CHAPTER V  
WAIVERS

1. General

a. Information on waivers is provided in the chapter which covers the specific requirement to be waived. For example, information on obtaining a certification waiver for a person who has not met certification requirements for the position is contained in part 1, chapter II, Acquisition Position Career Field Certification Requirements. As another example, guidance on waiving the standards for APC membership is contained in part 2, chapter IV, Acquisition Professional Community Membership.

b. Except for an APC selection standard waiver which permits membership in the APC and a contracting officer warrant waiver which is only valid for the particular warrant for which granted, all other waivers are position specific and are not carried forward with the person when reassigned from one acquisition position to another.

c. Each waiver is specific and may not stand in lieu of another waiver. For example, for GS-1102s there is a statutory education requirement and a regulatory (career field certification) education requirement. If the GS-1102 position is a CAP requiring APC membership, there is also a statutory education requirement for APC membership. While the three education requirements are almost identical, the person selected for a GS-1102 CAP who did not meet the education requirement would require three separate waivers. Two would be required prior to assignment (the GS-1102 and APC membership requirements) and one would be required prior to completion of 18 months in the CAP (the career field certification requirement). The person could not be assigned to the CAP unless both of the statutory waivers (GS-1102 and APC membership) were granted. Further, if at the end of 18 months the person did not meet the education requirement for certification, a certification waiver would be required for the person to remain in the CAP.

d. There shall be a separate application for each waiver requested. Requests for more than one waiver may not be combined, except for one specific case. A request for a SCO

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waiver and a request for a CAP assignment waiver for APC membership may be combined (see Appendix D).

e. Applicants shall follow the format provided for each type of waiver. It is essential that all required information be included in a waiver application. This is necessary in order to evaluate the application and to record an approved waiver.

2. Types of Waivers. A summary of the various types of waivers which may be granted is provided below.

a. APC Selection Standard Waiver. This type of waiver waives an APC selection standard and confers membership in the APC (see part 2, chapter IV and appendix M).

b. CAP Assignment Waiver. A CAP assignment waiver permits a person to occupy a specific CAP without being a member of the APC (see part 1, chapter V and appendix E).

c. Certification Waiver. A certification waiver permits a person who does not meet the certification standards of the position within 18 months after assignment to remain in that position without being certified (see part 1, chapter II and appendix A).

d. Contracting Officer Warrant Waiver. This is a waiver of any of the statutory education, training, or experience required to award or administer a contract above the small purchase threshold. Warrant waivers are only valid for the particular warrant for which granted and terminate when the warrant is terminated (see part 1, chapter III and appendix C).

e. Flag, General Officer, and SES Waiver. Before a flag, general officer, or SES may be assigned to a CAP, that person must have 10 years of acquisition experience, at least 4 of which were performed while assigned to a CAP. This statutory requirement may be waived to allow a person to occupy a specific acquisition position (see part 1, chapters IV and VIII).

f. GS-1102 Waiver. This is a waiver of the statutory education requirements for 1102 series personnel (see part 1, chapter III and appendix C).

g. SCO Waiver. Before being appointed to a SCO position, a person must have at least 4 years of contracting experience. A

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SCO waiver permits a person not meeting this requirement to be appointed to a SCO position (see part 1, chapter III and appendix D).

h. Tenure Agreement Waiver. A tenure agreement waiver is a release from the requirement to execute a tenure agreement (see part 1, chapter V).

i. Tenure Obligation Waiver. A tenure obligation waiver is a release from the period of service required for a position (see part 1, chapter V and appendix G).

j. Waivers for Certain Senior CAPs with Special Statutory Requirements. There are special requirements for PEO, DPEO, DRPM, DDRPM, ACAT I and II PM and DPM positions. These requirements may be waived to allow a person to occupy a specific position. These waivers are centrally managed by the DACM (see part 1, chapter VIII).



PART 3

CHAPTER I

MANAGEMENT INFORMATION SYSTEM AND REPORTING REQUIREMENTS

1. General. Reference (d) establishes the principal requirements for record keeping and reporting on acquisition positions and personnel. It defines seven files, i.e., training, personnel, review/assignment change, position, waiver, bonus, and mandatory DOD course completion, that must be submitted periodically to the Defense Manpower Data Center (DMDC).
2. DACM Oversight. The DACM is responsible for all reporting required by references (a), (c), and (d).
3. Management Information Systems. To accomplish the required reporting, the DACM relies on standard data systems for civilians and for Navy and Marine Corps military acquisition positions and employees. The data are accumulated and submitted to DMDC. The civilian personnel and position data come from DCPDS maintained by the Navy Civilian Personnel Data System Center in San Antonio, Texas. The Navy military data on acquisition positions come from TFMMS maintained by BUPERS (PERS-5). The Navy military data on personnel are from OPINS maintained by BUPERS (PERS-10). The Marine Corps military data on acquisition positions and personnel are drawn from AWSOM and fed from the official Marine Corps manpower and personnel system, i.e., the Joint Uniform Military Pay System/Manpower Management System. DCPDS, OPINS, and AWSOM contain data on training courses taken by acquisition employees. The DACM augments that data with information taken from ATRRS, maintained by the Department of the Army. ATRRS is the information system used by all services to enroll students in mandatory acquisition training and contains a history of completions since FY-93. Finally, data on certain senior CAPs (see part 1, chapter VIII) is maintained by the DACM office in the DACM MIS. DCPDS and AWSOM contain data elements to store all data required by references (a), (c), and (d). The DACM MIS is used to store information on Navy military officers in the acquisition workforce.
4. Record Keeping. Records required in references (c) and (d), e.g., fulfillments, APC membership, waivers, exceptions, assignment changes for CAPs, and rotation review results must be maintained in official personnel records as well as in the corresponding information systems.

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5. Data Maintenance. There are several events that require recording in official data systems. They include, but are not limited to:

a. Identification of acquisition positions, including coding or recoding the acquisition position category or recoding a position as non-acquisition;

b. Processing data on employees, either newly assigned to an acquisition position or incumbering a position that is redesignated as a acquisition position;

c. Receipt of waivers;

d. Granting or cancellation of APC membership;

e. Achievement of career field certification;

f. Receipt or removal of contracting officer warrants; and

g. Approval of fulfillments.

The responsibility for this is shared among the acquisition organizations, activities, and the data system maintainers, e.g., HROs, BUPERS, HQMC, and DACM.

SECNAVINST 5300.36  
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PART 3  
CHAPTER II  
EVALUATION

Reserved.

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PART 4

DEFINITIONS

1. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in or support of military missions.
2. Acquisition Career Program Board. A board comprised of the chairs of Functional Boards and other senior personnel which advises the ASN(RD&A) or DACM, as appropriate, on significant policies and procedures for the acquisition workforce. Membership on the ACPB consists of the chairs of the DON Functional Boards and the chairs of the Command Boards. The ACPB is chaired by the DACM and meets on an ad hoc basis.
3. Acquisition Organizations. Acquisition organizations employ DON acquisition workforce personnel and are delegated the responsibility to administer the DON AWP in accordance with this instruction. Acquisition organizations are:
  - a. ASN(RD&A);
  - b. Chief of Naval Education and Training;
  - c. CNO;
  - d. HQMC;
  - e. Deputy Assistant Secretaries of the Navy and Deputies under the Office of the ASN(RD&A), the Navy International Programs Office, the Naval Information Systems Management Center, and the Naval Center for Cost Analysis;
  - f. Marine Corps Systems Command;
  - g. Military Sealift Command;
  - h. Naval Air Systems Command;
  - i. Naval Computer and Telecommunications Command;
  - j. Naval Facilities Engineering Command;

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- k. Naval Medical Logistics Command;
- l. Naval Reserve Force;
- m. Naval Sea Systems Command;
- n. Naval Supply Systems Command;
- o. Office of Naval Research;
- p. PEO and DRPM organizations;
- q. Space and Naval Warfare Systems Command;
- r. U.S. Atlantic Fleet;
- s. U.S. Naval Forces, Europe;
- t. U.S. Pacific Fleet;
- u. U.S. Special Operations Command;
- v. Any other Echelon 1 or 2 organization not specifically designated above which contains acquisition positions; and
- w. Any other organization specifically designated by the DACM as an acquisition organization.

4. Acquisition Position Categories. Acquisition position categories are functional subsets of acquisition positions. The 13 acquisition position categories used in DON are listed in (a) through (m) below:

- a. Acquisition Logistics;
- b. Business, Cost Estimating and Financial Management;
- c. Communications-Computer Systems;
- d. Contracting (to include contracting for construction);
- e. Industrial Property Management;
- f. Manufacturing and Production;

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- g. Quality Assurance;
- h. Program Management;
- i. Purchasing;
- j. Systems Planning, Research, Development and Engineering;
- k. Test and Evaluation Engineering;

l. Program Management Oversight (Note: this is a position category, not a career field. This position category is reserved for positions at the GS-15 or O6 level or higher located within the ASN(RD&A) organization.); and

m. Education, Training and Career Development (Note: this is a position category, not a career field.)

5. Acquisition Positions. Acquisition positions are designated civilian positions and active and reserve military billets in the DON acquisition system which have acquisition duties and fall in established acquisition position categories. Included within the total DON acquisition position structure are two subsets of acquisition positions: CAPs and non-CAPs.

6. Acquisition Professional Community. The APC is a subset of the DON acquisition workforce. It is composed of selected military and civilian personnel in the grade of O-4 and senior and GS-13 and above, including comparable demonstration project personnel, who are acquisition professionals. DAWIA and DOD regulations refer to this community as the "Acquisition Corps."

7. Acquisition Professional Community Selection Standards. APC selection standards are the qualifications needed to become a member of the APC. They include specific grade, education, training, and experience requirements. APC selection standards are listed in references (a) and (c).

8. Acquisition Workforce. The acquisition workforce consists of permanent civilian employees and military members who occupy acquisition positions, Navy military personnel with an acquisition AOD, Marine Corps military personnel with an acquisition MOS, and members of the APC. Executive Level, Federal Wage System, Nonappropriated Fund, foreign national, and third country national employees are not members of the acquisition workforce.

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9. Acquisition Workforce Oversight Council. A committee which advises and supports the ASN(RD&A) in the oversight and evaluation of the acquisition workforce and which advises on the assignment of personnel to certain senior CAPs.

10. Career Field. One or more occupations that require similar knowledge and skills. There are 10 acquisition career fields within the DON. The acquisition position category determines the acquisition workforce member's primary career field except for two acquisition position categories: Program Management Oversight and Education, Training and Career Development. Acquisition workforce members occupying positions in Program Management Oversight or Education, Training and Career Development must have a primary acquisition career field based on their job requirements and background. The 10 DON career fields are:

- a. Acquisition Logistics;
  - b. Business, Cost Estimating and Financial Management;
  - c. Communications-Computer Systems;
  - d. Contracting (to include contracting for construction);
  - e. Industrial Property Management;
  - f. Manufacturing, Production and Quality Assurance;
  - g. Program Management;
  - h. Purchasing;
  - i. Systems Planning, Research, Development and Engineering;
- and
- j. Test and Evaluation Engineering.

11. Career Levels. Each acquisition career field is divided into three levels for purposes of establishing certification standards. All acquisition positions have been assigned to one of these three levels; the level is determined by the grade of the position (demonstration project acquisition position career levels equate to the comparable GS grade). Except for the Purchasing career field, these three levels are: level I (GS-5/8

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and military O-1/3); level II (GS-9/12 and military O-4); and level III (GS-13 and above and military O-5 and senior). The certification levels for the Purchasing career field are: level I (GS-5 and E-4/5); level II (GS-6/8 and E-6/8); and level III (GS-9 and E-9).

12. Certain Senior Critical Acquisition Positions. Certain senior critical acquisition positions are PEO, DPEO, DRPM, DDRPM, ACAT I PM and DPM, ACAT II PM and DPM, and other key acquisition positions identified in part 1, chapter VIII. Assignments to these positions are centrally managed.

13. Certification. Certification is the process by which an authorized official determines that a workforce member meets the mandatory education, training, and experience standards for a certification level in an acquisition career field.

14. Certification Standards. Certification standards are the mandatory education, training, and experience standards required by DOD for a career level in an acquisition career field.

15. Command Boards. Command boards are subsets of the ACPB and are comprised of representatives from the larger acquisition organizations. They recommend career management provisions, provide advice on the AWP, and perform other duties within their command as appropriate. The chair of each of the Command Boards represents the command at ACPB meetings.

16. Contracting Officer. As used in this instruction, a contracting officer is a person who has the authority to award or administer a contract above the small purchase threshold. The term "warranted contracting officer" encompasses persons having the authority to award or administer contracts above the small purchase threshold.

17. Contracting Positions. Contracting positions consist of three subsets: contracting officers who have authority to award or administer a contract above the small purchase threshold, the GS-1102 series (and comparable military), and SCOs.

18. Critical Acquisition Position. A CAP is any acquisition position required to be filled by an employee in the grade of GS-14 or above, or military grade O-5 or above.



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19. Functional Boards. Functional Boards are subsets of the ACPB and are comprised of experts in each of the acquisition functional areas. They assist in the identification of common community issues and recommend education and training requirements, intern program requirements and funding levels. DON Functional Board chairs serve as DON representatives on the respective DOD Functional Boards. DON Functional Board chairs also represent the Functional Board at ACPB meetings.

20. Non-Critical Acquisition Position. Any acquisition position other than a CAP.

21. Primary Career Field. The primary career field is the career field in which a workforce member must attain certification. Except for the Program Management Oversight and Education, Training and Career Development career fields, the primary career field is the same as the category of the workforce member's current acquisition position.

22. Quantitative Methods. Quantitative methods is one of the disciplines that may be credited toward meeting part of the education requirement for APC membership, GS-1102 positions, and warrant authority above the small purchase threshold. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods courses.

23. Significant Potential for Advancement. "Significant potential for advancement" means the potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

24. Statutory Requirements. Statutory requirements are those requirements established by law for specific acquisition positions, i.e., CAPs, contracting positions, ACAT I and II PM and DPM positions, PEO positions, SCO positions, and flag officers, general officers, and SES members assigned to acquisition workforce positions.

25. Subsidiary Career Fields. Subsidiary career fields are career fields other than the members' primary career field.

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26. Tenure. Tenure is the period of time that an incumbent of a CAP is obligated to remain in that CAP.

27. Tenure Agreement. A tenure agreement is a written agreement executed by a CAP selectee to remain in that position for a specified period of time.

28. Waiver. A waiver is an approval to incumber an acquisition position, hold a warrant above the small purchase threshold, and/or enter the APC without meeting all of the AWP requirements.

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Appendix A

FORMAT FOR REQUESTING CERTIFICATION WAIVERS

From: (Management official authorized to make the request)  
To: (Management official authorized to grant certification waivers. Note: authority to waive certification for levels I and II may be redelegated no lower than two tiers above the workforce member's supervisor, or at the flag, general officer, or SES level, whichever is lower. Authority to waive certification for level III may be redelegated no lower than to a flag officer, general officer, or SES in the same career field.)  
Via: (As determined by command)  
Subj: REQUEST FOR CERTIFICATION WAIVER

1. Please grant a certification waiver for:

Name:

Position title, civilian series or military designator, and grade:

Primary career field and level required for the position and for which certification waiver is requested:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the specific certification standards that the person does not meet. Be specific, e.g., lacks 1 of the required 2 years of acquisition logistics experience.

3. Provide justification as to why the standards were not met, including a statement regarding the member's ability to perform successfully in the position without meeting the standards.

Signature of requesting official and title

Approved/Disapproved

Signature of approving official and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate

Copy to requesting official

Appendix A to  
Enclosure (1)

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## General Guidance

1. A certification waiver may be made only for the individual's current position. Follow the certification waiver format as it is vital that all required information be provided. Review part 1, chapter II before applying for a certification waiver. The certification requirements for positions differ depending on the position category and level. Refer to the certification check list published annually by the DACM.
2. A person may serve in an acquisition position for up to 18 months without being certified to the level of the position. A certification waiver is required to enable the person to serve in the position beyond 18 months without being certified.
3. A certification waiver is initiated by management (at minimum, the immediate supervisor). Also, only certain management levels may approve certification waivers. Check to determine who within your organization has these authorities.
4. A certification waiver does not certify a person. It allows a person to remain in a specific position without meeting certification requirements.
5. Distribution of approved certification waivers is as follows:
  - a. For civilian certification waivers:
    - (1) The original shall be sent to the servicing HRO for retention in a permanent personnel record and
    - (2) A copy shall be forwarded to the requesting official
  - b. For Navy military certification waivers:
    - (1) The original shall be sent to BUPERS (PERS-447) for retention in a permanent personnel record and
    - (2) A copy shall be forwarded to the requesting official.
  - c. For Marine Corps military certification waivers:
    - (1) The original shall be sent to CMC, Code MMOA-3, for retention in a permanent personnel record and
    - (2) A copy shall be forwarded to the requesting official.

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## Appendix B

## LIST OF SENIOR CONTRACTING OFFICIALS

ORGANIZATION	TITLE
ASN(RD&A)	Deputy for Acquisition and Business Management Executive Director, Acquisition and Business Management Head, Contract Policy
AVIATION SUPPLY OFFICE	Executive Director, Acquisition Management and Planning Director of Contracts
MARCORSYSCOM	Director of Contracts
HEADQUARTERS US MARINE CORPS	Assistant Deputy Chief of Staff, Installations and Logistics (Contracts)
MILITARY SEALIFT COMMAND	Director of Contracts and Business Management
NAVAL AIR SYSTEMS COMMAND	Deputy Commander for Contracts Executive Director for Procurement Management
NAVAL FACILITIES ENGINEERING COMMAND	Director, Contracts
NAVAL SEA SYSTEMS COMMAND	Deputy Commander for Contracts Assistant Deputy Commander for Contracts
NAVAL SUPPLY SYSTEMS COMMAND	Deputy Commander for Contracts Assistant Deputy Commander Contracting Management
OFFICE OF NAVAL RESEARCH	Executive Director of Acquisition Management Director, Acquisition Directorate
SPACE AND NAVAL WARFARE SYSTEMS COMMAND	Director, Contracts Directorate Executive Director, Contracts Directorate
SHIPS PARTS CONTROL CENTER	Executive Director for Contracts and Business Management Director of Contracts
STRATEGIC SYSTEMS PROGRAM	Head, Contracts Office

Appendix B to  
Enclosure (1)

Appendix C

FORMAT FOR REQUESTING GS-1102 OR  
CONTRACTING OFFICER WARRANT WAIVERS

From: (Management official authorized to make the request)  
To: (Command Senior Contracting Official or Navy Contracting Career  
Management Board, as appropriate)  
Via: (As determined by command)

Subj: REQUEST FOR (Specify GS-1102 or contracting officer warrant)  
WAIVER

1. Please grant a (specify GS-1102 or contracting officer warrant) waiver  
for:

Name:

Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy  
military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the specific requirements that the person lacks. Be specific as  
to the amount that is lacking, e.g., lacks 8 of the 24 semester hours of  
education, lacks 11 of the 24 months of contracting experience, etc.

3. Provide justification for the request. The justification must contain the  
following statement: "I certify significant potential for the following  
reasons: (insert the rationale in support of the certification)."

Signature of requesting official and title

Approved/Disapproved

Signature of approving official and date

Distribution (after approval):

Original to the requesting official (requesting official see part 1,  
chapter III, paragraph 8d for further distribution)  
Two copies to the DACM

Appendix C to  
Enclosure (1)

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## General Guidance

1. Follow the GS-1102 or contracting officer warrant waiver format as it is vital that all required information be provided. Review part 1, chapter III before initiating a GS-1102 or contracting officer warrant waiver. Basic requirements are:

a. GS-1102 must have:

- (1) A baccalaureate degree; or
- (2) 24 semester credit hours in business disciplines; or
- (3) Successfully completed acceptable equivalency examinations; or
- (4) As of 1 October 1991, had at least 10 years of experience in positions in which the person obtained experience directly relevant to the field of contracting.

b. Warrant requirements are:

- (1) Completion of all mandatory training courses at the grade level in which the person is serving; and
- (2) 2 years of contracting experience; and
- (3) The GS-1102 requirement identified above.

2. These waivers must be granted before the person is assigned to the position or granted the warrant.

a. A GS-1102 waiver is an assignment waiver. The person may not be assigned to another GS-1102 position (this includes career ladder promotions) unless the person meets the statutory requirements or is granted another waiver.

b. Warrant waivers are only valid for the particular warrant for which granted and terminate when the warrant is terminated. The waiver is valid for as long as the person retains the same warrant.

3. These waivers must be initiated by management. Review acquisition organization implementing procedures to determine who is authorized to request and approve the waiver.

4. A GS-1102 or contracting officer warrant waiver cannot be granted unless the granting official certifies that the person has significant potential for advancement. Be certain to include a statement justifying significant potential. Cite specific reasons, e.g., job performance, qualifying experience, etc., to support the justification.

5. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.

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## Appendix D

FORMAT FOR REQUESTING  
SENIOR CONTRACTING OFFICIAL WAIVERS

From: (Management official authorized to make the request)  
 To: Director, Acquisition Career Management  
 Office of the Assistant Secretary of the Navy  
 (Research, Development and Acquisition)  
 2211 South Clark Place  
 Arlington, VA 22244-5104  
 Via: (As determined by command)

(R)

Subj: REQUEST FOR SENIOR CONTRACTING OFFICIAL WAIVER

1. Please grant a Senior Contracting Official waiver for:

Name:

Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy  
 military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the requirement that the person lacks, i.e., APC membership and/or 4 years of contracting experience. Be specific, e.g., lacks the 24 business credits required for APC membership or lacks 2 of the required 4 years of contracting experience.

3. Describe the unusual circumstances justifying the waiver or the reasons why the person's qualifications obviate the need for becoming an APC member or meeting the experience requirement. Explain why an APC selection standard is not appropriate in this case.

4. If the request is to waive APC membership, explain what steps have been taken to find qualified APC members and why qualified APC members are not available to fill the position.

Signature of requesting official and title

Approved/Disapproved \_\_\_\_\_

DACM signature and date

Copy to (after approval):

Original to the requesting official (requesting official see part 1,  
 chapter III, paragraph 8d for further distribution)

Note: a separate CAP assignment waiver for APC membership (appendix E) is not required. This format combines both.

Appendix D to  
Enclosure (1)



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### General Guidance

1. Follow the SCO waiver format as it is vital that all required information be provided. Review part 1, chapter III, paragraph 9 before initiating the SCO waiver request. The listing of SCOs is contained in appendix B.
2. SCO statutory requirement: APC membership and 4 years of contracting experience.
3. If a prospective SCO lacks one or both of these requirements, a SCO waiver must be approved before the person may be appointed to the SCO position.
4. This type of waiver is an assignment waiver and only valid for a specific position. It is not carried forward when the person is assigned to another SCO position.
5. Cite specific examples, e.g., education, job performance, training, etc., in support of the request.
6. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.

Appendix E

FORMAT FOR REQUESTING CRITICAL ACQUISITION  
POSITION ASSIGNMENT WAIVERS

From: (Management official authorized to make the request)  
To: Director, Acquisition Career Management  
Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
2211 South Clark Place  
Arlington, VA 22244-5104  
Via: (As determined by command) and,  
for Navy military only, the request must be forwarded via  
Bureau of Naval Personnel (PERS-447)  
Washington, D.C. 20370-5000

(R)

Subj: REQUEST FOR CRITICAL ACQUISITION POSITION (CAP) ASSIGNMENT WAIVER

1. Please grant a CAP assignment waiver to assign the following non-Acquisition Professional Community (APC) member to a critical acquisition position.

Name:

Position title, civilian series or military designation, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the APC selection standards that the person lacks. Be specific, e.g., lacks 12 of the required 24 semester hours in business disciplines, 2 of 4 training courses, 3 of 4 years of acquisition experience, etc.

3. Describe the unusual circumstances justifying the waiver or the reasons why the person's qualifications obviate the need for becoming an APC member. Explain why an APC selection standard waiver is not appropriate in this case.

4. Explain what steps have been taken to find qualified APC members and why qualified APC members are not available to fill the position.

Signature of requesting official and title

Approved/Disapproved

\_\_\_\_\_  
DACM signature and date

Distribution (after approval):

Original to requesting official (requesting official see part 1, chapter V, paragraph 6b(3) for further distribution)

Appendix E to  
Enclosure (1)

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### General Guidance

1. Follow the CAP assignment waiver format as it is vital that all required information be provided. Review part 1, chapter V before initiating a CAP assignment waiver.
2. A CAP assignment waiver must be granted before a non-APC member may be assigned to a CAP.
3. These waivers must be initiated by management.
4. A CAP assignment waiver is valid only for the specific position for which granted. It will not carry forward if the person is assigned to another CAP.
5. A CAP assignment waiver cannot be granted unless there are no qualified APC members available to fill the position. Explain what steps have been taken to find qualified APC members to fill the position.
6. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.

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Appendix F

FORMAT FOR  
TENURE AGREEMENTS

From: (Name and address of the workforce member required to execute the  
tenure agreement)  
To: (Name and title of official responsible for obtaining tenure  
agreements)  
Via: (As determined by command)  
Subj: ASSIGNMENT PERIOD FOR CRITICAL ACQUISITION POSITIONS  
Ref: (a) Title 10 USC 1734(a)(2)

1. Reference (a) requires a person assigned to a critical acquisition position to execute a written agreement to remain on active duty (in the case of a member of the armed services) or in the Federal Service (in the case of a civilian employee) in that position at least 3 years.
2. I understand that my assignment to the position of (insert position title and grade/rank) is an assignment subject to the legal requirements of reference (a). I hereby execute this written agreement to remain in (insert position title) until (insert anticipated date tenure obligation will be complete).
3. This agreement may be waived for reasons of humanitarian reassignment, discharge, or retirement; relief of duties and reassignment in the interest of the Department of the Navy; and promotion, where promotion in place is not allowable. This agreement shall remain in effect unless and until waived by the Director, Acquisition Career Management or until the said assignment period has been served.

Signature of workforce member and date

Distribution:

For civilians, the original goes to the servicing HRO  
For Marine Corps military, the original goes to CMC, Code MMOA-3

Appendix F to  
Enclosure (1)

31 MAY 1995

### General Guidance

1. Follow the tenure agreement format as it is vital that all required information be provided. Review part 1, chapter V for details on tenure agreements.
2. This tenure agreement format shall be used for civilians and Marine Corps officers. It is not required for Navy military personnel. The tenure agreement for Navy officers is contained in their orders.
3. Since the tenure obligation period is different for DRPMs, DDRPMs, and ACAT I PMs and DPMS, the 3-year requirement specified in this format will not be used for these positions. Refer to part 1, chapter VIII for details.
4. A tenure agreement must be executed or a tenure agreement waiver approved before a person may be assigned to a CAP position.
5. The original tenure agreement must be filed in the person's official file.

02 AUG 1996

## Appendix G

FORMAT FOR  
REQUESTING TENURE OBLIGATION WAIVERS

From: (Management official authorized to make the request)  
 To: Director, Acquisition Career Management  
 Office of the Assistant Secretary of the Navy  
 (Research, Development and Acquisition)  
 2211 South Clark Place  
 Arlington, VA 22244-5104  
 Via: (As determined by command)

(R)

Subj: REQUEST FOR TENURE OBLIGATION WAIVER

1. Please grant a tenure obligation waiver for:

Name:

Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy  
 military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify:

Date assigned to position:

Requested reassignment date:

3. Describe the reason for the request.

4. Categorize the waiver request into one of the following: humanitarian reassignment, discharge, or retirement; relief of duties and reassignment in the interest of the DON; or promotion, where promotion in place is not appropriate.

Signature of requesting official and title

Approved/Disapproved \_\_\_\_\_

DACM signature and date

Distribution (after approval):

Original to the requesting official (requesting official see part 1,  
 chapter V, paragraph 10c for further distribution).

Appendix G to  
 Enclosure (1)

31 MAY 1995

### General Guidance

1. Follow the tenure obligation waiver format as it is vital that all required information be provided. Review part 1, chapter V before initiating a tenure obligation waiver. (Note: there are some circumstances where a person may leave a position before the obligated tenure period is up without obtaining a tenure obligation waiver. See part 1, chapter V, paragraph 8.)
2. A tenure obligation waiver is initiated by management, not by the person needing the waiver. Review acquisition organization implementing procedures to determine who is responsible for requesting and endorsing tenure obligation waivers.
3. The waiver request must describe the criteria, e.g., humanitarian reassignment, retirement, etc., supporting the request.
4. The original approved waiver must be filed in the person's official file and recorded in the appropriate automated data system.

31 MAY 1995

Appendix H

SAMPLE DOD 2602  
CRITICAL ACQUISITION POSITION ROTATION REVIEW SUMMARY

<b>DEPARTMENT OF DEFENSE CRITICAL ACQUISITION POSITION - ROTATION REVIEW SUMMARY</b>		<b>REPORT CONTROL SYMBOL</b> DD-FM&P (Q&A) 1841
<b>COMPONENT - ORGANIZATION</b> DEPARTMENT OF THE NAVY NAVAL SEA SYSTEMS COMMAND		
1. TO (Acquisition Career Program Board ACPB)	2. BY (Reviewing Official)	3. FROM (Organization and Address)
COMMANDER NAVAL SEA SYSTEMS COMMAND WASHINGTON DC		CONTRACTING BOARD NAVSEASYSOM BLDG A ROOM 1234 WASHINGTON DC
<b>POSITION DATA</b>		
4. POSITION NUMBER A4567	5. JOB TITLE CONTRACTING OFFICER	6. GRADE/RANK GS-14
7. ORGANIZATION/LOCATION CONTRACTING BOARD WASHINGTON DC		8. MILITARY RESERVED POSITION (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>INCUMBENT IDENTIFICATION AND PERSONAL DATA</b>		
9. NAME (Last, First, Middle Initial) ROE, JANE T.	10. GRADE/RANK GS-14	11. SSN 111-11-111
12. ACQUISITION CAREER FIELD CONTRACTING	13. DATE OF ASSIGNMENT TO CURRENT POSITION (YYMM) 9406	14. DATE OF REVIEW (YYMM) 9906
15. DISPOSITION: A review has been conducted to determine whether it is in the best interest of the Government and the incumbent to reassign the individual from the acquisition position under review. After reviewing all relevant factors, it has been determined that: (X one)		
<input checked="" type="checkbox"/> THE INCUMBENT SHOULD REMAIN IN THE PRESENT POSITION		
<input type="checkbox"/> THE INCUMBENT SHOULD BE REASSIGNED TO ANOTHER POSITION (Complete Rem 17)		
16. DATE OF NEXT REVIEW (YYMM) 0006	17. PLANNED NEW POSITION a. JOB TITLE b. GRADE/RANK : ORGANIZATION	
18. REQUESTING OFFICIAL a. TYPED NAME JOHN A. THOMAS b. GRADE/RANK GS-15 c. ORGANIZATION CONTRACTING BRANCH d. SIGNATURE s/ e. DATE 10 JUNE 1999		
19. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)		
<input checked="" type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	a. NAME JOE JOHNSON /s/ b. DATE 15 JUNE 1999

DD Form 2602, SEP 91

Appendix H to  
Enclosure (1)



SECNAVINST 5300.36

31 MAY 1995

### General Guidance

1. Review acquisition organization implementing procedures to determine who is responsible for conducting rotation reviews and to determine the form of documentation required.
2. A record of each rotation review must be filed in the person's official file and recorded in the appropriate automated data system.

0 2 AUG 1996

Appendix I

FORMAT FOR REQUESTING ACQUISITION INTERNS

From: (Management official making the request)  
To: Director, Acquisition Career Management  
Office of the Assistant Secretary of the Navy  
(Research, Development and Acquisition)  
2211 South Clark Place  
Arlington, VA 22244-5104  
Via: (As determined by command)  
Subj: FY-19XX REQUEST FOR ACQUISITION INTERN BILLETS  
Encl: (1) Intern billet request rationale

(R)

Please hire acquisition interns and place them in this command during FY-19XX. The following is our prioritized ranking and composition of billets requested, with supporting rationale provided as enclosure (1). Upon notice of allocation, this command shall establish and record a plan of execution and request any revisions to the allocation.

Signature of requesting official and title

Appendix I to  
Enclosure (1)

31 MAY 1995

### General Guidance

For each billet requested, provide:

1. Job series, career field, and grade;
2. Absolute numerical ranking of billet as prioritized against all other billets requested;
3. Commitment of a target billet upon graduation listed in terms of a future activity, branch, division, job title, etc.;
4. Historic and projected (retirement eligible) attrition rate for that career field in that command; and
5. Narrative rationale for the billet, such as changes to the command's roles and business base affecting that career field.

31 MAY 1995

Appendix J

SAMPLE DOD 2518  
FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENTS

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FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENTS		
<u>Privacy Act Statement</u>		
<u>AUTHORITY:</u>	EO 9397 (November 1943 SSN)	
<u>PRINCIPAL PURPOSE(S):</u>	To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the social security number is for positive identification.	
<u>ROUTINE USES:</u>	The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.	
<u>DISCLOSURE:</u>	Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.	
SECTION I - INDIVIDUAL REQUEST (Type or print in ink)		
1. NAME (Last, first, middle initial)	2. COURSE NUMBER	
SMITH, CHARLES F.	TST-201	
3. COURSE TITLE	4. COURSE LEVEL (entry, intermediate, career, etc.)	
TEST & EVALUATION MANAGEMENT	SENIOR	
5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.		
6. SIGNATURE	7. DATE SIGNED (YYMMDD)	8. SOCIAL SECURITY NUMBER
/s/	950519	123-45-6789
9. TITLE	10. SERIES	11. GRADE/RANK
Deputy Director for T&E	1515	GS-14
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL (entry, intermediate, Senior, etc.)
NAVT&E 06B	Arlington, VA	SENIOR
15. DATE ENTERED CURRENT LEVEL (YYMMDD)		
900401		
SECTION II - SUPERVISORS RECOMMENDATION		
16. CONCURRENCE/NONCONCURRENCE (X one)		
a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I		b. DO NOT CONCUR (Return request to sponsor)
<input checked="" type="checkbox"/>		<input type="checkbox"/>
17. SUPERVISOR SIGNATURE	18. DATE SIGNED (YYMMDD)	
/s/	950522	
19. DUTY TITLE	20. OFFICE SYMBOL	21. LOCATION
Director, T&E	NAVT&E 06	Arlington, VA
SECTION III - DISPOSITION		
22. APPROVAL/DISAPPROVAL (X one)		
a. APPROVED		b. DISAPPROVED
<input checked="" type="checkbox"/>		<input type="checkbox"/>
23. SIGNATURE OF APPROVING OFFICIAL	24. DATE SIGNED (YYMMDD)	
/s/	950602	
25. DUTY TITLE	26. OFFICE SYMBOL	27. LOCATION
Deputy CDR, NAVT&E	NAVT&E 01	Arlington, VA

JD Form 2518, SEP 88

Revised contents and coding.

Appendix J to  
Enclosure (1)

31 MAY 1995

### General Guidance

1. Review part 2, chapter II, paragraph 8 before applying for fulfillment of a mandatory course.
2. Obtain a DD 2518 and the applicable self-assessment forms from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.
3. Complete the DD 2518 and self-assessment forms and forward to the immediate supervisor.
4. The supervisor shall review to determine whether the member demonstrates that he or she meets the competencies sufficiently to forego attendance at the course. The supervisor shall concur or nonconcur in block 16 of the DD 2518 and forward the entire package to the second level supervisor or a flag or general officer or a member of the SES, whichever is lower, for approval or disapproval. (Note: first level supervisors who are flag or general officers or a member of the SES may sign as the approving official in block 23.)
5. After approval or disapproval the entire package shall be returned to the member. If approved, the member shall document the fulfillment in accordance with the procedures described in part 2, chapter II, paragraph 8e. (Note: the Navy military, Marine Corps military and DON civilian personnel data systems each has a unique course coding system. Therefore, DAU course codes must be converted to the applicable DON-unique codes. Instructions for completing and processing the DD 2518 may be obtained from the training coordinator at any HRO, any BUPERS Officer Community Manager, BUPERS (PERS 447), or MARCORSYSCOM Code AP.)

31 MAY 1995

Appendix K

FORMAT FOR APPLYING FOR CAREER FIELD LEVEL CERTIFICATION

From: (Name, military rank or civilian title, series, and grade, and activity name and address)  
To: (Management official authorized to grant certification)  
Via: (As determined by command)

Subj: APPLICATION FOR CAREER FIELD CERTIFICATION

Encl: (1) (Applicable certification check list)

1. I apply for certification to level (insert I, II, or III, as appropriate) in the (insert name) career field.

2. This career field is my (insert primary or subsidiary, as appropriate) career field.

3. I have checked all of the requirements necessary for certification identified on enclosure (1).

Applicant's signature and date

\_\_\_\_ Approved  
\_\_\_\_ Disapproved

\_\_\_\_\_  
Certifying official's signature, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate  
Copy to applicant

Appendix K to  
Enclosure (1)

31 MAY 1995

## INSTRUCTIONS

1. The applicant, i.e., person applying for certification, will prepare, sign, and date the application in the format shown in appendix K.
2. Primary Career Field.
  - a. To be certified in the applicant's primary career field, the applicant must meet the requirements of the level of his or her position before applying for higher levels.
  - b. The applicant must attach the appropriate career field level check list and certify that he or she meets all of the requirements on the check list for the particular level for which applying.
3. Subsidiary Career Field.
  - a. To be certified in a subsidiary career field, the applicant must meet all the requirements of all lower levels as well as the level for which applying.
  - b. The applicant must attach the appropriate career field level check list for which applying as well as all lower level check lists and certify that he or she meets the requirements for the requested level and all lower levels.
4. Certification check lists may be obtained from Training Representatives and HROs.
5. The applicant shall sign and date the application and forward the application to the official authorized to certify individuals to career field levels. Certification approval authority maybe redelegated as low as the applicant's immediate supervisor. Check to determine who within your organization has approval authority and if additional review is required.
7. If the application is approved, the certifying official shall sign and date the application and forward the approved application as follows: for civilians to the servicing HRO; for Navy military to BUPERS (PERS-447); and for Marine Corps military to CMC, Code MMOA-3, as appropriate, for entry into the appropriate automated data system and filing in a permanent personnel record. The certifying official shall send a copy of the approved application to the applicant.
8. If the application is disapproved, the official shall sign and date the application and return it to the applicant.

31 MAY 1995

Appendix L

FORMAT FOR APPLYING FOR THE ACQUISITION PROFESSIONAL COMMUNITY

From: (Name, military rank or civilian title, series, and grade, and activity name and address)
To: (Management official authorized to select APC members. Note: see paragraph 4 on the back of this format.)
Via: (As determined by command)

Subj: APPLICATION FOR THE ACQUISITION PROFESSIONAL COMMUNITY (APC)

1. I certify that I meet all of the following requirements.

a. I am a GS/GM 13, or above, in the Department of the Navy (DON) acquisition workforce OR have been selected to a GM-14 acquisition position from outside DON OR am serving in military grade O-4, or above.

b. I have a bachelor's degree from an accredited institution OR had 10 years of acquisition experience as of 1 October 1991 OR was serving in an acquisition position on 1 October 1991 and have 24 semester credit hours in any one or a combination of the business disciplines listed on the back of this format.

c. I have 24 semester credit hours in business disciplines OR 24 semester credit hours in my acquisition career field and either 12 semester credit hours in business subjects or passed DOD approved examinations in these disciplines OR had 10 years of acquisition experience as of 1 October 1991.

d. I have 4 years of acquisition experience.

e. My primary acquisition field is (name of primary acquisition career field). I have been certified at level II or III in my primary acquisition career field OR have completed all mandatory level II or III training in my primary acquisition career field.

2. I do not meet (state specific requirement, e.g., 4 years of acquisition experience) but have received and attached a copy of an APC selection standard waiver.

Applicant's signature and date

Recommend Approval
Recommend Disapproval

Supervisor's signature, title, and date

Approved
Disapproved

Signature of official authorized to select APC members, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3
Copy to applicant

Appendix L to
Enclosure (1)



31 MAY 1995

## INSTRUCTIONS

1. Follow the APC application format as it is vital that all required information be provided. Review part 2, chapter IV, paragraph 4 for APC membership criteria. The requirement in paragraph 1a of the format APC application must be met and cannot be waived. The requirements in paragraphs 1b through e of the format for APC applications must be met or a waiver must be approved.
2. General information on APC selection standard waivers. (See part 2, chapter IV, paragraphs 9 and 10 for details.)
  - a. Only persons in or tentatively selected for CAPs may be granted waivers to become an APC member. Applicants with a waiver of any APC selection standard must attach the approved waiver to the application.
  - b. The grade/rank requirements in paragraph 1a of the format APC application shall not be waived.
3. The applicant shall forward the complete application including the waiver, if appropriate, to his or her immediate supervisor.
4. If the immediate supervisor recommends the applicant for APC membership, he or she shall sign and date the application and forward it to the official authorized to select APC members (this authority may be delegated as low as the first level supervisor). If the supervisor recommends disapproval, he or she shall sign and date the application, provide written reasons for recommending disapproval, and forward the application to the official authorized to select APC members.
5. The APC selecting official shall approve or disapprove the APC membership. For civilians, the selecting official shall forward the original approved application and any supporting documentation to the servicing HRO for processing into DCPDS and filing in a permanent personnel record. For Navy officers, the original shall be sent to BUPERS (PERS-447) for processing and retention in a permanent personnel record. For Marine Corps officers, the original shall be sent to CMC, Code MMOA-3, for processing and retention in a permanent personnel record. The selecting official shall return a copy of the approved application to the employee. Disapproved requests shall be returned to the applicant.
6. Business Disciplines. (Refer to paragraphs 1b and c of the APC format application) Business disciplines are: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; organization and management; and quantitative methods. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods.

31 MAY 1995

Appendix M

FORMAT FOR REQUESTING ACQUISITION PROFESSIONAL COMMUNITY  
SELECTION STANDARD WAIVERS

From: (Management official making the request)  
To: (Management official authorized to grant APC selection standard waiver.  
Note: this authority may be redelegated no lower than to a flag  
officer, general officer, SES member, or an activity head.)  
Via: (As determined by command)

Subj: REQUEST FOR ACQUISITION PROFESSIONAL COMMUNITY (APC) SELECTION STANDARD  
WAIVER

1. Please grant an APC selection standard waiver for:

Name:

\*Position title, civilian series or military designator, and grade:

Organization, code, and address:

Position description number (CPCN for civilians, UIC/BSC for Navy  
military, or UIC/MCC/TO line number for Marine Corps military):

2. Identify the APC selection standard(s) that the person does not meet. Be specific, e.g., lacks 1 of the required 4 years of acquisition experience.

3. Provide justification for granting the waiver. Include in the justification the following statement: "I certify significant potential for advancement for the following reasons: (insert the rationale)." Include documentation, where appropriate, in support of the explanation.

Signature of requesting official and title

Approved/Disapproved

\_\_\_\_\_  
Signature of approving official, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3, as appropriate

Copy to requesting official

Copy to DACM

\* Only persons in or tentatively selected for CAPs may be granted APC selection standard waivers. If the person has been tentatively selected for a CAP, provide information as it relates to the CAP. For example, if a GS-13 has been tentatively selected for a GS-14, the information should be for the GS-14 position.

Appendix M to  
Enclosure (1)

31 MAY 1995

### General Guidance

1. Follow the APC selection standard format as it is vital that all required information be provided. Review part 2, chapter IV before applying for an APC selection standard waiver.
2. An APC selection standard waiver is initiated by management. Check to determine who within your organization has this authority.
3. Only persons in or tentatively selected for CAPs may be granted APC selection standard waivers.
4. An APC selection standard waiver confers membership in the APC. This is distinguished from a CAP assignment waiver which permits a person to occupy a specific CAP without becoming a member of the APC.
5. An APC selection standard waiver cannot be granted unless the granting official certifies that the person has significant potential for advancement. Be certain to include a statement justifying significant potential. Cite specific reasons, e.g., job performance, qualifying experience, etc., to support the justification.