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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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