DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
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FEB 23 2012

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Acquisition Workforce Process Improvement

This memorandum implements critical acquisition workforce (AWF) process improvements across both the acquisition and human resources communities.

The Department of the Navy (DON) is committed to acquisition excellence by shaping an AWF that delivers superior world-class products and services on time and within budget. The DON Office of the Director, Acquisition Career Management (DACM) uses analytical forecasting tools to optimize recruitment, retention and hiring, and to establish a strong management process to align billets, qualified people, and competencies.

These and other initiatives are aimed at achieving the goal of rebuilding and further professionalizing our acquisition community. Central to all of these efforts is the integrity of the AWF data. Most of this data for civilian employees resides in the Defense Civilian Personnel Data System (DCPDS).

A 19-member Process Improvement Integrated Product Team (IPT), sponsored by the DACM, and comprised of Systems Commands, the Office of Civilian Human Resources (OCHR), Human Resources Offices, and DACM representatives reviewed data collection and input processes. The team concluded that most of the data errors were human or process driven.

Their recommended interim solution for improving data integrity, which is effective immediately, requires the use of the DON Civilian Acquisition Assignment Coding Sheet (Attachment 1).

We will continue working across the DON and with the Department of Defense acquisition community and Defense Civilian Personnel Advisory Service to explore using existing automated tools that will enable coding of this data in support of position classification and recruitment. Human capital decisions should be data driven and improved data quality is key to AWF initiatives; therefore, the DACM and OCHR will coordinate on the mode and delivery of the team's additional recommendation—provide basic and refresher training to personnel who designate AWF positions and enter information into DCPDS.

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We would like to thank the members of the Process Improvement IPT for their commitment and support. We know that you will continue their work and ensure their efforts result in lasting improvements.

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

Patricia C. Adams
Deputy Assistant Secretary of the Navy
(Civilian Human Resources)

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As stated

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