From: Secretary of the Navy

Subj: IDENTIFICATION OF MAJOR PROGRAM MANAGER EQUIVALENT BILLETs

Ref: (a) ASN (RD&A) Memo, Acquisition Program Manager and Deputy Program Manager Slating Process of 13 Jul 17 (NOTAL)
(b) Department of the Navy Defense Acquisition Workforce Improvement Act Operating Guide of 7 Dec 2017
(c) DoD Instruction 5000.02 of 7 Jan 2015
(d) SECNAVINST 5000.2E

Encl: (1) Flowchart for Nomination of MPM-EQ Billets

1. Purpose. To provide standardized guidelines for identification, determination, and designation of Major Program Manager Equivalent (MPM-Eq) billets. Department of the Navy (DON) Acquisition Command Ashore billets are also covered by this instruction.

2. Cancellation. OPNAVINST 1211.8C.

3. Applicability. This instruction applies to the Office of the Secretary of the Navy, the Chief of Naval Operations, the Commandant of the Marine Corps, and all U.S. Navy, U.S. Marine Corps installations, commands, activities, field offices, and all other organizational entities within the DON.

4. Background. Acquisition Program and Portfolio Managers have a large span of responsibility. They must possess skills in a number of specialized fields including program management, financial planning, contracting, testing and engineering, production quality management, and life cycle support of the systems and products they procure. These management functions are subject to numerous statutes, policies, and regulations that govern the acquisition workforce. Recognition of this responsibility and expertise is provided by designation of a billet as a MPM-Eq billet.
5. Policy and Guidelines for Billet Designation. The guidelines set forth herein will be used to determine which billets the Systems Command (SYSCOM) Commanders, Program Executive Officers (PEOs), and Direct Reporting Program Managers (DRPMs) will nominate as MPM-Eq billets. Billet designation requests that do not satisfy all criteria must include sufficient alternative justification to warrant designation as a MPM-Eq billet. Acquisition MPM-Eq billets are based on the scope of the program or the program office portfolio of programs and projects to include total appropriations managed; interfaces with external organizations; and overall level of responsibility. A portfolio is defined as the sum of several programs and projects within a program office. As many program offices manage more than one program or project, the MPM-Eq designation decision will take into account the sum total of all Acquisition Category (ACAT) III, ACAT IV, and non-ACAT programs managed. For such designation, the position must satisfy the following criteria:

   a. Billet. The billet must be established for a Military O-6 or Civilian GS-15 or equivalent, and the billet must be assigned to a SYSCOM, PEO, or be a DRPM. Before recommending or approving either a new MPM-Eq billet designation or renewal of such, significant consideration shall be given to the overall number of MPM positions and the potential for eliminating positions which have decreased in criticality over time.

   b. Management Complexity. The managed portfolio must be of equivalent complexity to an ACAT I or ACAT II program, such that the SYSCOM Commander, PEO, or DRPM believes it warrants nomination for MPM-Eq status.

   c. Technical Factors. The objectives of the program or portfolio must be able to produce a deliverable end item or complex portfolio of services that fulfills a Department of Defense requirement or requires sustainment of an in-service system or capability.

   d. Business Factors. The program or portfolio must have an anticipated eventual total expenditure for Research, Development, Test and Evaluation of more than $185 million in Fiscal Year (FY) 2014 constant dollars, or for procurement of more than $835 million in FY 2014 constant dollars. The Business Factors assessment should also accommodate Operations
and Maintenance, and Navy appropriation, particularly for in-service MPM positions.

e. **Priority.** Identify any other high level factors which the SYSCOM Commander, PEO, or DRPM determines warrant consideration for certifying the program as an MPM-Eq.

f. **Billet Coding.** Upon MPM-Eq designation approval, the receiving command will notify the appropriate Navy and/or Marine Corps Total Force Manpower Management System (TFMMS) analyst/coordinator to ensure billet requirement is properly coded as MPM (Acquisition) billet (Navy Officer Billet Classification (NOBC) 2161/MPM (Selected)). Any administrative changes to MPM billets, i.e., billet title or changes in scope, must be staffed through the DON Director, Acquisition Career Management (DACM) and approved by the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)). MPM-Eq designated positions previously approved by ASN (RD&A) remain as such.

g. **Slating.** All military officers and civilian personnel selected to MPM-Eq positions shall be slated through a formal process as detailed in reference (a). They must also meet the qualification, certification, and tenure requirements for ACAT II Project Managers, as outlined in reference (b).

h. **Designation Renewal.** Designated MPM-Eq billets must be reviewed and approved for renewed designation by ASN (RD&A) prior to being slated, per reference (a).

i. **Command Insignia.** Officers slated to MPM-Eq positions are authorized to wear the Command Ashore insignia.

6. **Responsibilities**

   a. The ASN (RD&A) shall:

      (1) Manage and slate all ACAT I and ACAT II programs, as defined in reference (c).

      (2) Formally designate those ACAT III, ACAT IV, and non-ACAT programs, as defined in reference (d), as MPM-Eq billets.
b. SYSCOM Commanders shall manage and slate all Acquisition Shore Commands, as defined in reference (e).

c. The DACM shall:

   (1) Manage all requests for MPM-Eq billet designation. Enclosure (1) outlines the process for designation approval.

   (2) Advise ASN (RD&A) on matters of MPM billet management.

   (3) Approve coding billets approved as MPM-Eq in TFMMS with NOBC 2161/MPM (Selected).

7. Records Management

   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page: https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx.

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

THOMAS B. MODLY
Under Secretary of the Navy

Distribution:
Electronic only, via Department of the Navy Issuances website: http://donidocumentservices.dla.mil/
FLOWCHART FOR NOMINATION OF MPM-EQ BILLETS

Program Manager Billet

Billet Criteria

- Billet is O-6/GS-15 Reports to SYSCOM/PEO
  - Yes
  - No

- Not an MPM-Eq billet

Management Complexity

- Significant complexity, ACAT I or II level, warrants designation
  - Yes
  - No

Technical Factors

- Produce Complex deliverable end item
  - Yes
  - No

- Management or modernization of weapon system or capability
  - Yes
  - No

- Procurement of complex portfolio of services
  - Yes
  - No

Business Factors

- At least $185M R&D or $835M in procurement (FY14 constant dols)
  - Yes
  - No

- Any other high-level considerations
  - Yes
  - No

Priority

- Not an MPM-Eq billet
  - Not an MPM-Eq billet
- Nominate as an MPM-Eq billet

Enclosure (1)