From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY ACQUISITION WORKFORCE MANAGEMENT, OVERSIGHT, AND STEWARDSHIP

Ref: (a) 10 U.S.C. §1721
(b) DoD Instruction 5000.66 of 27 July 2017
(c) DON Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide of 7 December 2017
(d) DoD Instruction 5000.02 of 7 January 2015
(e) DoD Instruction 1400.25-V250 of 7 June 2016
(f) SECNAVINST 5430.7R
(g) 10 U.S.C. § 129a

1. Purpose. To describe the roles and responsibilities of the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) as the Department of the Navy (DON) steward of the acquisition workforce. This instruction describes these responsibilities and authorities for stewardship of the acquisition workforce; additional references for roles and responsibilities are contained within references (a) through (g).

2. Cancellation. SECNAVINST 5300.38.

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

4. Objective. ASN (RD&A) will work in partnership with Navy and Marine Corps resourcing organizations to ensure acquisition workforce capabilities and capacity requirements are balanced with workload.

5. Policy

   a. The DON acquisition community is tasked with ensuring a capable, effective, and efficiently-sized acquisition workforce
that is properly balanced with workload. ASN (RD&A) has the responsibility to monitor workforce capabilities, capacities, and provide strategic guidance on acquisition workforce requirements. Annual workforce requirements will vary as acquisition workforce capacity is aligned with planned acquisition workload. To ensure any required adjustments are properly allocated in the Planning, Programming, Budgeting, and Execution (PPBE) process, the Office of the ASN (RD&A) will coordinate all acquisition workforce requirements with CNO and CMC resourcing organizations that affect the acquisition workforce.

b. To ensure the proper in-house expertise in the acquisition workforce, ASN (RD&A) will advise the appropriate level of in-sourcing, the practice in which work that has been contracted out is performed in-house. In the late 1980s and early 1990s, the DON experienced a significant decline in civilian employees and a loss of in-house expertise. This resulted in oversight deficiencies in several major acquisition programs leading to a renewed interest in the appropriate management of acquisition. A major portion of the DON budget supports acquisition programs, and the DON’s mission success is based on the ability of its personnel to develop, produce, field, and maintain weapon systems and related programs. While considering the advantages of converting from one form of personnel (military, civilian, or contractor support) to another in accordance with reference (g), the DON must ensure that essential Government capabilities and corporate knowledge remain in-house. The DON strives to guarantee that sufficient in-house acquisition workforce employees (military and civilian) are hired, trained, certified, and retained to carry out acquisition programs in the functional areas prescribed in section 1721 of reference (a).

6. Responsibilities. The acquisition workforce capabilities and capacities will be documented in a common staffing framework and communicated throughout the PPBE and acquisition governance processes. The strategic planning process will be managed by ASN (RD&A), in partnership with the acquisition resourcing organizations and other workforce stakeholders.

a. ASN (RD&A) has overall authority and responsibility for acquisition workforce and will:
(1) Serve as the responsible and accountable authority for DON acquisition workforce stewardship and advocacy;

(2) Provide broad executive oversight for the DON acquisition workforce, ensuring that it meets the overarching needs of the DON acquisition workforce, and serve as the senior DON representative on acquisition workforce matters. ASN (RD&A) will develop policy and implement the DON Acquisition Workforce Career Management Program via reference (c);

(3) Conduct acquisition workforce strategic planning, with participation from the CNO, CMC, and Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)) organizations that will promulgate acquisition workforce strategic guidance in partnership with Navy and Marine Corps leaders and oversee acquisition workforce capabilities and capacities to ensure successful acquisition program execution;

(4) Conduct acquisition workforce strategy reviews and associated planning sessions as necessary to redirect acquisition workforce programming and budgeting outcomes;

(5) Communicate acquisition workforce requirements to resourcing organizations to effectively execute current and future acquisition programs;

(6) Designate focal point(s) for DON acquisition workforce management and career development matters;

(7) Publish program policies and implementing procedures;

(8) Establish workforce performance measures to assist in the formulation of workforce strategic guidance;

(9) Establish a common workforce staffing framework across the acquisition commands and associated programs;

(10) Ensure that the acquisition commands establish and maintain workforce staffing plans in accordance with the common workforce staffing framework and address workforce issues through the PPBE process, in coordination with ASN (RD&A);

(11) Ensure that Acquisition Category I/II program managers identify acquisition workforce requirements, in
accordance with the common workforce staffing framework and strategic guidance, through the acquisition governance process;

(12) Execute funds allocated to ASN (RD&A) acquisition workforce management, career development, and sustainment.

b. Deputy CNO (DCNO) (Manpower, Personnel, Training and Education), DCNO (Integration of Capabilities and Resources), and Deputy Commandant (Programs & Resources) will:

(1) Establish and maintain open communications with ASN (RD&A) regarding proposed acquisition workforce resource decisions throughout the PPBE process;

(2) Appoint members and action officers to participate in discussions and working groups to address specific acquisition workforce resourcing issues;

(3) Partner with ASN (RD&A) to develop and validate an acquisition workforce staffing framework;

(4) Address acquisition workforce strategies as an integral part of the PPBE process to balance acquisition workload with workforce.

c. Echelon I and II organizations with acquisition workforce members will:

(1) Implement the requirements to execute Defense Acquisition Workforce Improvement Act programs in accordance with reference (c);

(2) Assist ASN (RD&A) in conducting workforce analysis and studies to determine the workforce capabilities and capacities required to execute planned workload and balance acquisition workforce;

(3) Apply the common workforce staffing framework to program requirements, identifying workforce capability and/or capacity gaps, projecting gains and losses of experience and knowledge, as well as requirements for new skill-sets and changes to the workforce mix (military/civilian/contractor support);
(4) Maintain and execute workforce staffing plans, defining work requirements, and associated workforce in accordance with reference (d);

(5) Address acquisition workforce strategies as an integral part of the PPBE process to balance acquisition workload with workforce;

(6) Reflect required acquisition workforce adjustments in budget submissions.

d. ASN (M&RA) will:

(1) Support workforce policies as necessary to execute to the acquisition workforce strategies, balanced with overall Navy workforce requirements, to foster a workforce partnership among the acquisition stakeholders;

(2) Appoint members and action officers to participate in discussions and working groups to address specific workforce resourcing issues.

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.