Foreword

"Winning teams don't rest on past success; winning teams have a competitive mindset in all that they do. We are a winning team and I need you to ensure you are helping us continue to compete and win. Our Sailors and Marines around the world depend on it - our Nation depends on it."

"We need to develop solid plans, ruthlessly measure ourselves against our plans, and where our plans are not delivering, quickly and rapidly adjust the plans."

-The Honorable James "Hondo" Geurts, ASN(RD&A), 12 March 2018

Successfully acquiring complex weapon systems takes highly-educated acquisition professionals and strong teams. It is not a simple process. There are no fixed rules that apply to all situations—our acquisition professionals must have a deeper level of comprehension to understand how to make good decisions about such issues as technical risk mitigation, incentives that will best improve performance, or what it will take to ensure a product is mature enough to enter production. It takes education, training and years of development to become a member of the Acquisition 'Special Forces' that has mastered professional and technical excellence. Individuals occupying Key Leadership Positions are certified in their career field and in a special league as a leader and role model in the acquisition community. Having a highly-educated and experienced acquisition workforce is the single-most important requirement in achieving strong, repeatable performance in Defense acquisition. The Department of the Navy's acquisition leadership is committed to building a trusted team of powerful, expert, and credible professionals who are highly energized, focused, responsible, and accountable—our FY2016-2022 Acquisition Workforce Strategic Plan goals.

This Department of the Navy (DON) Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide provides policy, guidance, and tools to assist DON Acquisition Workforce (AWF) members in planning and accomplishing their acquisition career goals. The Guide was updated for streamlined, concise coverage of relevant topics, reducing the length of the core document. The Guide replaces the version dated 7 December 2017.

W. Mark Deskins
Director, Acquisition Career Management (DACM)
This document provides additional guidance and clarification for acquisition positions as identified in Chapter 87 of Title 10, U.S.C. It does not supersede applicable Office of Personnel Management (OPM) regulations.
1.0 Purpose

This Department of the Navy (DON) Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide provides policy, guidance, and tools to assist DON Acquisition Workforce (AWF) members in planning and accomplishing their acquisition career goals. It also provides the DON leadership with guidance that ensures compliance with DAWIA (Chapter 87 of Title 10, U.S.C.) and associated Department of Defense (DoD) policies, including the DoDI 5000.66, dated 27 July 2017. The Guide is designed for use by all members of the DON AWF and provides insight for those who would like to become part of the Navy Acquisition Workforce. The Guide replaces the version dated 7 December 2017.

2.0 Guide Overview

There are multiple roles and responsibilities for those charged with executing legislation and policies related to the AWF. These authorities and responsibilities are outlined in Section 3.0. The functional responsibility of acquisition professionals is to balance the many factors across multiple acquisition Career Fields and Career Paths that influence cost, schedule, performance, and risk as they develop, plan, and execute projects and programs to satisfy domestic and international customer requirements across the full system life cycle. The DON AWF plays an integral role in ensuring that the Warfighter has the tools and resources that they need to compete and win now and in the future.

By using this Operating Guide, AWF members can determine the essential training, education, and experience to obtain acquisition certifications and improve their acquisition expertise. The Guide includes sections on acquisition positions, certification, slating, and waivers, as well as appendices.

3.0 Authorities and Responsibilities

3.1 Overview. DAWIA, originally PL 101-510 and now Chapter 87 of Title 10, U.S.C., provides the foundation for a system of policies and processes to effectively manage the AWF. The primary objective of DAWIA is to enhance the professional knowledge and capabilities of personnel involved in the development, acquisition, and sustainment of warfighting capabilities, systems, and services. This section identifies the responsibilities and authorities delegated among the DON leadership for overseeing and executing DAWIA within the DON. The Assistant Secretary of the Navy for Research, Development, and Acquisition (ASN(RD&A)) organization is responsible for the overall management, oversight, and stewardship of DON acquisition, ensuring that it meets the overarching needs of the Navy-Marine Corps team.
3.2 Assistant Secretary of the Navy for Research, Development and Acquisition (ASN(RDA)). The ASN(RD&A) serves as the DON Service Acquisition Executive (SAE). The Assistant Secretary has authority, responsibility, and accountability for all acquisition functions and programs and for enforcement of Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)) procedures, as described in SECNAVINST 5400.15 series and DoD 5000 Series Directives and Instructions.

3.3 ASN(RD&A) Principal Civilian Deputy (PCD) and Principal Military Deputy (PMD). The PCD and PMD serve as the Principal Deputies for executive oversight and leadership of the civilian and military AWF, respectively. They serve as co-chairs of the Acquisition Career Council (ACC), which provides oversight for the DON Acquisition Enterprise career management efforts and workforce development.

3.4 Acquisition Career Council (ACC). The ACC is a cross-Career Field advisory council to ASN(RD&A) in the guidance and monitoring of acquisition career efforts to ensure a qualified and capable AWF. The ACC recommends naval policy to ensure the AWF can meet acquisition and technical program requirements, advocates for acquisition and technical community competencies, provides oversight to the Naval Acquisition Enterprise competencies and capabilities, promotes acquisition professional development, and validates adequacy of acquisition training, education, and experiential opportunities. Members include the Director, Acquisition Career Management (DACM) and National Leads (NLs) (Figure 1-1).

*Figure 1-1 Acquisition Career Council (ACC) Organization Chart*
3.5 Director, Acquisition Career Management (DACM). The DACM is the ASN(RD&A) lead for all AWF matters pertaining to education, training, and career development, including strategic planning, policy development, and guidance on all matters associated with DON DAWIA implementation. The DACM serves as the executive secretary on DON’s ACC. The DACM serves in an advisory role at Acquisition Category (ACAT) I/II Program Manager (PM) and Deputy PM (DPM) slating panels, advises the ASN(RD&A) on sufficiency of ACAT I/II PM and DPM assignment packages, and provides oversight to the Naval Acquisition Development Program (NADP). The DACM is also responsible for the management of the Defense Acquisition Workforce Development Fund (DAWDF).

3.6 DON National Leads (NLs). NLs are members of the Senior Executive Service (SES) and Flag/General Officers (FO/GO) who provide Career Field oversight, monitor the workforce health, and promote AWF excellence. In addition, they validate the adequacy of education, training, and other developmental opportunities; and they work with the acquisition commands to implement Career Field requirements and talent management. The NLs serve as members of the ACC, as depicted in Figure 1-1.

3.7 Acquisition Organizations. SYSCOMs and other Echelon I and II acquisition organizations are delegated the authority to implement an oversight structure for DAWIA (Figure 1-2) in accordance with the law. Oversight for the Production, Quality, and Manufacturing (PQM) Career Field is delegated to the Systems Commands (SYSCOMs). Acquisition Organizations shall:

- Appoint a DAWIA Program Executive (DPE) and DAWIA Program Director (DPD) within each SYSCOM to oversee and manage DAWIA program operations.
- Incorporate the management of the AWF as an assessable unit of the echelon managers’ Internal Control Program (SECNAV Instruction 5200.35, DON Managers’ Internal Control Program), including position validation as a statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance. The DACM will perform an annual review with each SYSCOM.
- Validate and designate military and civilian acquisition positions in authoritative data systems in accordance with the provisions of the Guide prior to recruitment, during reorganizations, upon new assignments, or when the duties and responsibilities of the position change.
- Nominate Major PM (MPM) and MPM-equivalent (MPM-eq) billets to the ASN(RD&A), via the DACM and the Major Command Review Board (MCRB), for inclusion in the Chief of Naval Operations (OPNAV) Note 5450.
- Approve certifications and Acquisition Corps (AC) for AWF members, except acquisition FO/GO and SES.
- Review Critical Acquisition Positions (CAPs), including Key Leadership Positions (KLPs), at least once every five years for possible rotation of the incumbent. Rotations are encouraged for career development.
- Establish a process that provides an opportunity for review and inclusion of comments on an AWF member’s appraisal by a person serving in an acquisition position in the same acquisition Career Field as directed by Chapter 87 of Title 10, U.S.C., 1722.

**Figure 1-2 DAWIA Major Acquisition Command Senior Management Structure**

![DAWIA Major Acquisition Command Senior Management Structure](image)

### 3.7.1 DAWIA Program Executive (DPE).
Within the DON, DPEs are traditionally major acquisition command SES members who have significant experience in the AWF. The DPE serves as the lead agent for DAWIA policies and programs at their respective command. The DPE, supported by a headquarters organization, a command-level board, an integrated product team (IPT) or a similar body, is authorized by and reports to the SYSCOM Commander, or equivalent, on the overall implementation, compliance, and health of the DAWIA program. The DON DPE designations are established by a letter from the DACM after consultation with each SYSCOM’s Executive Director (ED).

### 3.7.2 DAWIA Program Director (DPD).
The DPD should be the DAWIA subject-matter expert within the major acquisition command, representing the DPE on AWF matters. Within the DON, a DPD is traditionally at the GS-15 (or equivalent) level. DPDs should have significant acquisition experience, as well as knowledge of DAWIA and related policies. The DPD designations are established by a letter from the DACM after consultation with each SYSCOM ED. The DPD will develop an appropriate level of structure to manage various aspects of the DON DAWIA Program for the AWF. The DPD is the primary interface with the DACM office.
3.7.3 **DAWIA Designated Approval Authority (DDAA)**

SYSCOM DPEs designate certification approval authorities within each Career Field subject to the following constraints:

- The lead DDAA for a given Career Field shall be the SYSCOM’s Competency expert and shall be Level III certified in the Career Field for which they are a DDAA, with the following exception: Certification requests in the Purchasing and Industrial/Contract Property Management Career Fields may be approved by an individual who is Level III certified in Contracting.
- The DACM has the authority to approve acquisition FO/GO/SES and Selected Reserve (SELRES) certifications.
- The DACM and the Officer Community Managers are the approval authority for active duty Naval Officers who are serving in an acquisition career track, but not currently assigned to an acquisition position, and for active duty Naval Officers who are serving in acquisition positions but are not attached to an acquisition command.
- The Commander, Marine Corps Systems Command (MARCORSYSCOM) or his/her agent maintains the approval authority for Marine Corps (USMC) Officers who are serving in an acquisition career track, but not currently assigned to an acquisition position.

3.8 **Acquisition Workforce Managers and Supervisors.** AWF managers and supervisors are instrumental to the success of 100% compliance with the DON DAWIA Program. The completion of DAWIA requirements is to be included in the performance plans and appraisals for both AWF members and their supervisors. In addition to customary supervisory duties, the AWF supervisor should work with the DPD to:

- Ensure acquisition positions for their employees are properly designated and coded in official personnel/manpower systems.
- Ensure the employee’s position description is accurate and best reflects the required certification level and Career Field.
- Create an environment that promotes education, training, and developmental assignment opportunities for the AWF to develop and reach their full potential. Ensure AWF members are provided adequate time during duty hours to meet DAWIA certification requirements.
- Review and process AWF member requests for Defense Acquisition University (DAU) training, Continuous Learning (CL) hours, Career Field certification, AC membership, and Acquisition Workforce Tuition Assistance in a timely manner.
- Incorporate progress or attainment of certification and CL compliance as a factor in employee’s performance evaluation and compensation.

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1 Designated Final Approval Authority (FAA) responsibilities have been subsumed by the DAWIA Designated Approval Authority (DDAA)
3.9 Navy Personnel Command (NPC). Support the needs of the Navy by providing the Fleet with the right person in the right place at the right time. NPC strives to support active duty military personnel’s acquisition requirements. Support includes:

- Advise Navy acquisition officers on DAWIA requirements; advise DACM on acquisition officers’ credentials and careers.
- Review permanent change of station orders to ensure proper verbiage is included for DAWIA requirements and initiate any waivers as required.
- Authorize Internal Billet Moves for CAPs, initiating qualification or tenure waivers as required.
- Update acquisition personnel Additional Qualification Designators (AQDs) to reflect certifications and AC membership earned to make acquisition credentials visible to promotion and administrative boards.

3.9.1 Officer Community Management Branch (BUPERS-31). BUPERS-31 advises active duty Naval Officers on acquisition career progression, reviews all changes to Officer acquisition billets, implements DACM changes to KLP military acquisition billets, and, if qualified, may serve as a DDAA.

3.9.2 Reserve Personnel Management Branch (PERS-9). PERS-9 advises the SELRES Naval Acquisition Officers for acquisition career progression.

3.10 Senior Contracting Officials (SCOs). For each contracting activity, including the Naval Field Contracting System, as defined by the Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 202.1, SCOs are delegated waiver authority for non-KLP 1102s (and comparable military) and Contracting Officers with warrants above the Simplified Acquisition Threshold (SAT). This authority may not be further delegated.

4.0 Acquisition Positions

4.1 Overview. The DON AWF is comprised of over 60,000 civilian and military members as of end of FY18. Strategies to strengthen the capability and capacity of this workforce continue to be a major element of acquisition reform to shape and improve the quality with a focus on having the right people in the right job at the right time.

4.2 AWF Career Progression. The typical progression for AWF positions starts with non-critical positions where employees are laying career foundations and building expertise. The next phase in an AWF career progression is CAPs where, in addition to building expertise, AWF members enhance leadership skills. The final stage is the KLP, where foundational and intermediate expertise, combined with leadership skills, produce a senior AWF member, capable of high-level, complex technical and leadership abilities (Figure 4-1).
4.3 Acquisition Position Designation. Acquisition positions must be properly identified and coded in appropriate personnel data systems. Position coding determines who is counted in the AWF, acquisition training priority, and eligibility for certification and AC membership. DoD AWF positions are positions that include acquisition functions, as defined in DoDI 5000.66, dated 27 July 2017, as the predominant (i.e., greater than 50 percent) duty in a specific Career Field. They do not include wage grade and clerical, indirect hire foreign national, non-appropriated fund, or political appointee positions.

The following acquisition categories are validated for DON positions: Business Cost Estimating, (BUS-CE), Business Financial Management (BUS-FM), Contracting (CON), Engineering (ENG), Facilities Engineering (FE), Industrial and Contract Property Management (IND), Information Technology (IT), Life Cycle Logistics (LCL), Production, Quality, and Manufacturing (PQM), Program Management (PM), Purchasing (PUR), Science and Technology Management (S&TM), and Test and Evaluation (T&E). In addition, two career paths are validated for DON positions: Small Business (SB) and International (INTL).

4.3.1 Acquisition Designation Required. At a minimum, the following positions must be designated as acquisition positions, regardless of location:

- Civilian occupational series 1102, 1103, and 1105 positions and their military equivalents. The Career Field designations are as follows:
  - 1102 and contracting officers (regardless of function or series) as “Contracting.”
  - 1103 as “Industrial and Contract Property Management.”
  - 1105 as “Purchasing.”
  - All positions that require the incumbent to hold a warrant above the SAT.

- Civilian positions in the Naval Acquisition Development Program (NADP), Contracting Professional Development Program (CPDP), Navy military intern positions, and other DACM-approved development programs.
- Senior positions with direct influence on the success of defense acquisition programs governed by DoD Instructions 5000.2 and 5000.75.
- For CAP and KLP designation criteria, refer to Sections 4.4 and 4.5, respectively.
For CAP and KLP designation criteria, refer to Sections 4.4 and 4.5, respectively.

4.3.2 Excluded from Acquisition Designation. The following may not be designated as acquisition:

- Wage Grade (WG) positions
- Non-appropriated funded positions
- Indirect-Hire Foreign Nationals (FNs); FNs who are not directly hired by the U.S. Government, but instead are those FNs hired by the host nation government to support the U.S. Government
- Direct-Hire FNs; except those in contracting and purchasing positions only for the purposes of DAU training in Contracting and Purchasing
- Clerical positions
- Civilian positions in the 1106 (Procurement Clerical and Technician) occupational series and comparable military
- Executive Schedule Positions (not to be confused with SES positions).
- Non-managerial positions that are primarily involved in basic research and applied research/exploratory development programs; e.g., bench scientists at Navy laboratories.
- Requirements Officers who are not part of the AWF, but are acquisition related and receive special training as outlined in OPNAV Instruction 1500.76 series.
- Civilian Student Trainee positions, i.e. positions in occupational series ending in “99.”

4.4 Critical Acquisition Positions (CAPs)

4.4.1 Overview. CAPs are senior acquisition positions (civilian and military) that have significant acquisition responsibility and typically include supervisory or management duties of acquisition professionals. Table 4-1 includes requirements for position designation and qualifying credentials. Some CAPs have additional Special Statutory Requirements; refer to Section 11.
Table 4-1 DON CAPs (Non-KLP)

<table>
<thead>
<tr>
<th>Position Designation Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPs are limited to the following positions. The following positions must be designated as a CAP, if not already designated as a KLP.</td>
</tr>
<tr>
<td>Military acquisition positions that are required to be filled by officers at the O-5 and above grade levels (and are not already identified as a KLP (Chapter 87 of Title 10, U.S.C., 1733))</td>
</tr>
<tr>
<td>Acquisition Flag/General Officer/Senior Executive Service Positions</td>
</tr>
<tr>
<td>Commanders, Deputy Commanders and Technical Directors at Warfare Centers and Major Commands with a primary acquisition mission</td>
</tr>
<tr>
<td>Echelon I and II Contracting Officers holding Unlimited Warrant Authority</td>
</tr>
<tr>
<td>Echelon III and IV Chief Contracting Officer, Technical Managers, and Program Leads overseeing significant acquisition functions of the command or in support of Major Defense Acquisition Programs (MDAP)</td>
</tr>
<tr>
<td>ACAT II Program Leads:</td>
</tr>
<tr>
<td>- Production, Quality, and Manufacturing (PQM)</td>
</tr>
<tr>
<td>- Information Technology</td>
</tr>
<tr>
<td>- Logistics (Product Support Manager)</td>
</tr>
<tr>
<td>- Chief Developmental Tester</td>
</tr>
<tr>
<td>ACAT III and ACAT IV Program Managers and Deputy Program Managers</td>
</tr>
<tr>
<td>Principal Leads on ACAT I/IA/II Program Subsystems</td>
</tr>
<tr>
<td>Acquisition Competency Leads at Echelon I and II organizations</td>
</tr>
</tbody>
</table>

4.4.2 Approving Authorities. SYSCOM Commanders have the authority to designate civilian and military CAPs. External to SYSCOMs, CAP designations must be approved on a case-by-case basis by the DACM.

4.4.3 CAP Coding Requirements. CAP positions must be designated as a CAP in the "position type” of authoritative data systems.

4.4.4 Required Credentials. Upon selection to a CAP, the selectee must meet the following requirements:

- **Acquisition Corps (AC) Membership:** Upon selection to a CAP, the selectee must be a member of the AC, become a member, or obtain a waiver within authorized time period.
- **Certification:** Level III certification in primary Career Field within 24 months of assignment to the position unless identified in DoDI 5000.66, dated 27 July 2017.
- **Tenure Agreement:** CAP selectees must sign a tenure agreement, Form DD 2888, to remain in the CAP for a minimum of three years. The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement records. Additionally, orders for Naval Officers to a CAP billet must include the three-year tenure requirement.
4.5 Key Leadership Positions (KLPs)

4.5.1 Overview. KLPs are a subset of CAPs and are the highest acquisition position designations within the DON AWF and are critical to the success of our acquisition programs. These positions receive special attention from the Under Secretary of Defense for Acquisition and Sustainment USD(A&S) and ASN(RD&A), have significant leadership responsibilities, and are the most demanding acquisition positions. KLPs must be filled by qualified military or civilian personnel.

4.5.2 Designation Criteria. Within DON, the following positions must be designated as KLPs in the Position Category associated with the lead function, as outlined in Table 4-2.

The following lead positions must be designated KLPs when the function is required based on the phase or type of acquisition program.

Table 4-2 DON KLPs

<table>
<thead>
<tr>
<th>USD(A&amp;S) Required for ACAT I/IA and Business Systems Category I</th>
<th>DON-Required for ACAT II and MPM-equivalents</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Program Executive Officer (PEO)</td>
<td>• Program Manager</td>
</tr>
<tr>
<td>• Deputy PEO/PEO Executive Director</td>
<td>• Deputy Program Manager</td>
</tr>
<tr>
<td>• Program Manager</td>
<td>• Portfolio Manager (USMC only)</td>
</tr>
<tr>
<td>• Deputy Program Manager</td>
<td>• Deputy Portfolio Manager (USMC only)</td>
</tr>
<tr>
<td>• Senior Contracting Official</td>
<td></td>
</tr>
<tr>
<td>• Program Leads: Contracting Officer, Chief Engineer/Lead Systems Engineer, T&amp;E, Product Support Manager (Logistician), Chief Developmental Tester, Business Financial Manager, Cost Estimator, Information Technology, and Production, Quality, and Manufacturing (PQM)</td>
<td></td>
</tr>
</tbody>
</table>

Additional senior leadership positions may be designated as KLPs based on recommendations from DON’s major acquisition commands and with approval of the ASN(RD&A). These requests should be forwarded to the DACM for review and submission to ASN(RD&A).

4.5.3 Required Credentials. Level III Career Field certification and AC membership are required and must be met prior to assignment to a KLP. All KLPs must sign a tenure agreement, Form DD 2889, to remain in the KLP for a minimum of three years. The assigning organization is responsible for ensuring the agreement is executed, forwarding copies of the agreement to the DACM, and for maintaining the agreement records.

• ASN(RD&A) will approve selections for Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), ACAT I/IA PM/DPM, Portfolio Manager (PfM), any
ACAT II PM selection where the primary candidate was not ranked #1 by the slating panel, and when a waiver is required, Deputy PEO (DPEO), Deputy DRPM (DDRPM), ACAT I/IA/II DPM, and Deputy PfM (DPfM) positions. ASN(RD&A) in consultation with the USD(A&S) will approve selections for all ACAT ID PM selections.

- SYSCOMs approve all other KLP assignments when waivers are not required. Selections should be forwarded to the DACM.

Several KLPs also have statutory requirements; reference Section 11.

4.5.4 Administrative Transfers. An individual in a KLP position who is unable to perform their duties due to extended absence should be administratively transferred out of the position.

5.0 Acquisition Corps

5.1 Overview. The AC was established in 1990 by Title 10, U.S.C., Chapter 87. The purpose of the AC is to create a pool of highly qualified AWF personnel (civilian and military) to fill CAPs and KLPs.

5.2 Acquisition Corps (AC) Membership Requirements. AC membership is recognized by all DoD components and is a critical step in preparation for acquisition leadership. The requirement for membership includes DAWIA Level II certification or above, a bachelor’s degree from an accredited institution, 24 hours of business course credits (or 24 hours of course credits in the person’s Career Field and 12 hours of business course credits or equivalent training), and four years of general acquisition experience. A summary of the AC requirements is provided in Table 5-1.
### Table 5-1 Acquisition Corps Membership Requirement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Education</strong>&lt;br&gt;Degree and credit hours must be recorded on a college transcript from an institution of higher education that is accredited by a regional agency, which is approved by the Secretary of Education to grant accreditation. Quarter or trimester-hours must be converted to semester hours.</td>
<td><strong>Baccalaureate Degree</strong> from an accredited-educational institution. <strong>One of the Following:</strong> 24 semester credit hours from among the following disciplines: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, Industrial Management, Marketing, Quantitative Methods, and Organization and Management. 24 semester credit hours in the person’s Career Field and 12 semester credit hours in the business-related disciplines listed above. Credit hours within the person’s Career Field may also satisfy the requirement for part or all the 12 credit hours in the disciplines listed above. The same hours may be used to meet both requirements. 24 semester credit hours in the person’s Career Field and training equivalent to 12 semester credit hours in business-related disciplines listed above.</td>
</tr>
<tr>
<td><strong>Certification Level</strong></td>
<td>DON civilian employee or military member certified at Level II or above in an acquisition Career Field.</td>
</tr>
<tr>
<td><strong>Position and Rank</strong></td>
<td><strong>Civilian:</strong> Must occupy a DON Acquisition Position at the GS-13 or higher grade (or equivalent) or tentatively selected for a KLP or CAP. <strong>Military:</strong> Must be at the O-4 grade (vice O-4 select) or senior.</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td><strong>4 years of Service in an AP</strong> either in the DoD or in a comparable position in industry or Government. <strong>For Unrestricted Line Officers (URLs) Only:</strong> Up to 18 months of acquisition related experience may be credited for the same amount of time in O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td><strong>Commander (CDR) Command Screen:</strong> Surface Warfare and Submarine Warfare officers only. <strong>Note:</strong> Must be command screened prior to application to AC.</td>
</tr>
</tbody>
</table>

#### 5.3 Application Process and Approval Authorities.
All AWF members should apply via the electronic DON Acquisition Career Management System (eDACM) except Acquisition FO/GO/SES (https://www.attrs.army.mil/channels/navvedacm/). The DACM is the approval authority for FO/GO/SES. The DDAA for the rest of the AWF is a command designated AC member who is level III certified in any Career Field.

#### 6.0 Certification

**6.1 Overview.** Acquisition of Naval capabilities is a specialized skill set that requires professional education, training, and experience. The primary objective of DAWIA is to enhance the professional knowledge and capabilities of personnel involved in the development, acquisition, and sustainment of warfighting capabilities, systems, and services. The law requires
that a process be established through which AWF members can be recognized as having achieved professional certification. Each DAWIA certification level has specific training, education, and experience requirements. Training outside of DAWIA, such as professional development programs, SYSCOM-specific training, advanced education, rotational assignments, is also a key part of each AWF member’s development.

**Note:** There may be circumstances under which an employee’s certification should be revoked. Requests for revocation must be reviewed and approved by the DACM.

DAWIA established core certification standards to ensure people in acquisition billets have the requisite qualifications needed to support the Warfighter. Certification is not a one-time event: The AWF needs to be able to adapt and adjust to the changing environment, resulting in the ability to maintain a lethal, resilient, agile, and talented workforce. Members of the AWF are responsible for the identification, incorporation, and execution of Career Field requirements in their Individual Development Plan (IDP).

Certifications are divided into three levels: Basic (Level I), Intermediate (Level II), and Advanced (Level III). As certification requirements are subject to change, AWF members pursuing Career Field certifications should review certification requirements, at least annually, and update their IDPs accordingly. AWF members must meet the Core (mandatory) certification standards in place at the time of request for certification.

Certification is considered reciprocal among the military departments and other DoD components. Certifications issued by federal (non-DoD) organizations such as the Department of Homeland Security (DHS) and the Federal Acquisition Institute (FAI) are not accepted. After attainment of certification required for the position, pursuit of certification in another Career Field is permissible. All requirements must be met when pursuing subsidiary certifications (education, training, and experience). AWF members in positions that require Level II or Level III certification are not required to become certified at the lower level(s). However, all predecessor courses at the lower levels must be completed.

AWF members must maintain currency of their primary Career Field by satisfying the 80-hour CL requirement every two years. To obtain 80 hours of CL every two years, the supervisor and AWF member should consider relevant experiential assignments and training that augment their primary and subsidiary Career Fields.

**Certification has four elements:** Education, DAU Training, Experience, and CL.

1. **Education.** In accordance with Title 10 U.S.C., Chapter 87, Section 1723, AWF members are required to meet education standards for Career Field certification. Whether obtaining acquisition Career Field certification, AC membership, or meeting CL associated with the DON DAWIA program, employees and supervisors are responsible for ensuring civilian and
military AWF members complete the academic education required for their Career Field and designated certification level.

2. **DAU Training.** Whether obtaining acquisition Career Field certification, AC membership, or meeting CL associated with the DON DAWIA program, AWF members must complete the DAU courses required for their respective Career Field and designated certification level. DAU delivers courses through resident classroom offerings at DAU facilities, on-site training at designated locations, and through distance learning (online) coursework. AWF members shall identify, incorporate, and execute required DAU training in their IDP.

3. **Experience.** All acquisition Career Fields require general and/or specific acquisition experience at each certification level. Experience gained while serving in acquisition positions counts toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable acquisition duties or activities performed in non-acquisition positions, another government agency, or private industry.

4. **Continuous Learning.** CL ensures AWF members continue to grow their knowledge and skills in their primary acquisition Career Field, cross-functional areas, acquisition policy initiatives, and leadership. AWF members must coordinate with supervisors to create an IDP that will employ a strategy of using specific CL activities to maintain certifications and close proficiency gaps in required competency skills.

6.2 **Certification Level Requirements.** DON Civilians, Officers and Enlisted members in designated Acquisition positions must obtain Career Field certification. Active duty Officers on an acquisition career track may apply for certification regardless of current assignment. See Table 6-1 for certifications levels and consideration factors.
### Table 6-1 Certification Levels and Factors

<table>
<thead>
<tr>
<th>Certification Level</th>
<th>Consideration Factors</th>
</tr>
</thead>
</table>
| **Level III (Advanced)** | - **Active Duty Officers:**
- This level is required for all KLPs, CAPs, O-5 and above military acquisition billets.
- **Civilian Positions:**
- This level is required for all KLPs and CAPs.
- For other positions, this level is typically assigned to appropriate positions located in organizations with a major acquisition mission, e.g. the SYSCOMs.
- Level III is commensurate with AWF experts whose duties require a high level of knowledge or particular proficiency associated with acquisition program components, systems, or capabilities. For example, a GS-12/13 working in an ACAT I or II program office may require a Level III designation whereas a GS-14 (or equivalent) working in an Echelon III or IV activity may require Level I or II.
- This level is not applicable to the Purchasing Career Field.
- This level is not applicable for SELRES positions. |
| **Level II (Intermediate)** | - **Active Duty Officers:**
- This level is required for some O-3 and all O-4 positions in acquisition billets.
- This level may also be assigned to positions in the NACO, the Naval Life Cycle Logistics (LCL), Financial Management Career Program (FMCP), and other DACM-approved developmental programs.
- **Active Duty Enlisted:**
- Level II is normally assigned to E-7 positions and above in acquisition billets.
- Enlisted Contracting Specialists may be assigned Level II at E-6 and above in acquisition billets.
- **Civilian Positions:**
- Level is appropriate for those in entry level development programs and journeymen or senior positions (non-KLP/CAP) who need an intermediate level of acquisition knowledge and skills.
- For example, Level II would be appropriate for a GS-14/15 manager working in a warfare center or field activity who has subordinate acquisition technical experts. |
| **Level I (Basic)** | - **Active Duty Officers:**
- This level is required up to O-3 acquisition billets.
- See exceptions for developmental programs identified in Level II above.
- **Active Duty Enlisted:**
- Level I is required for all E-6 and above and Contingency Contracting Force (CCF) at the E-4 and E-5 grade levels, except as noted in Level II above.
- **Civilian Positions**
- Basic certification standards are designated to establish fundamental qualifications and expertise in the individual’s Career Field. It is appropriate for entry level and other positions that require a basic knowledge of the acquisition systems. |

### 6.3 Certification Timeframes

Once assigned to an AWF billet, an employee has 24 months to meet billet certification requirements.

The following actions do not start a new 24-month certification period:
• Change to certification standards.
• Change to position requirement to a lower certification level in same Career Field.
• Movement to another AWF position in the same Career Field at the same or lower level as the previous position.

When an employee leaves their current Career Field to accept a position in another Career Field, they must meet the requirements for the new Career Field within 24 months, unless the position is a KLP. If the employee returns to their original Career Field, they must meet requirements for the original Career Field in effect at the time of reentry. The employee has 24 months from time of reentry to meet requirements. If requirements change during the 24-month time frame, the employee must meet new requirements.

Civilian AWF members must meet primary certification requirements before pursuing subsidiary certifications. Military AWF members may pursue primary and subsidiary certifications simultaneously; however, certification will only be granted once all criteria has been met.

6.4 Certification Approval Process

Two levels of review are required to grant certifications. At a minimum, the first level is the reviewing official and the second level is the DDAA. In cases where the employee’s supervisor and DDAA is the same person, there may be one qualified individual performing two levels of review.

6.5 Special Certification Requirements. Certain acquisition positions have additional requirements mandated by statute or DoD policy for specific education, training, experience, and/or tenure. Individuals must meet all applicable criteria, or they must obtain a position waiver (see Section 12 on Waivers). See Table 6-2 for DON Statutory Position Category Requirements for Contract Specialists FO/GOs assigned to Significant Acquisition Jobs.
### Table 6-2 Special Statutory Requirements

<table>
<thead>
<tr>
<th>Position</th>
<th>Special Statutory and Additional Requirements</th>
</tr>
</thead>
</table>
| **Contracting Officers**                           | - Completion of all contracting courses required for the acquisition Career Field certification level of the position.  
| who award or administer contracts above the Simplified Acquisition Threshold (SAT) (see Note*) | - 2 years of experience in a contracting position  
|                                                   | - 1102 education requirements for a degree and 24 semester hours of business-related courses  
|                                                   | - Any additional requirements established, based on the dollar value and complexity of the contracts awarded or administered in the position.  
|                                                   | - Exceptions to education requirements: Same as those for Civilian 1102 (and equivalent military positions). |
| **Senior Contracting Official** (SCO)             | - All the requirements for Contracting Officers (above) apply plus 2 years of contracting experience (for a total of 4 years). |
| **Other Flag Officers and General Officers**      | - 10 years acquisition experience in an AWF position, at least 4 years performed while assigned to a CAP |
| assigned to Significant Acquisition Jobs           |                                                                                                               |

**Note**: SECNAV will establish minimum training and experience requirements for Contingency Contracting Force (CCF) members before issuing warrants at or below SAT. CCF members appointed as contracting officers with authority to award or administer contracts above SAT will meet qualification requirements identified in this section for contracting officers above the SAT, with exception of a college degree. CCF members required to complete 24 semester credit hours of business-related courses.

### 7.0 Training

#### 7.1 Overview
Regardless of experience level, training is a fundamental element in building a career. For every AWF member, DAWIA training is required. Whether obtaining acquisition Career Field certification, AC membership, or meeting CL associated with the DON DAWIA program, employees and supervisors are responsible for ensuring civilian and military AWF members complete the requisite DAU courses required for their Career Field and designated certification level. Members of the AWF are responsible for the identification, incorporation, and execution of Career Field requirements in their IDP and as part of their career development.

#### 7.2 DON Registration Priority and Funding for DAU Training
The DON has established four levels of prioritization to determine the order of preference for DAU acquisition training requests:

- **Priority I**: Training is required for the certification level assigned for the position.
- **Priority II**: Training requested for certification at a level higher than required or primary/subsidiary training request by an Active Duty Acquisition Officer.
- **Priority III**: Training requested for subsidiary Career Fields.
- **Priority IV**: All other DON employees.
Reservations for DAU courses are conditional, on a first-come-first served basis. AWF members may submit Priority I applications for required resident courses, even if prerequisites are not yet completed; however, AWF members may not be allowed to attend DAU courses (resident or online) until prerequisites are met. The reservation will be cancelled by the Registrar should prerequisite requirements not be completed.

As funds are available, funding will be provided for Priority I, II, and III training requirements.

7.3 Training and Certification Course Fulfillment. Course fulfillment provides a means for AWF members to receive credit for DAU courses for which they demonstrate competency through an assessment of their previous work experience, education, training, or any combination thereof. Fulfillment is only available to persons serving in a coded acquisition billet or position. Command DPDs will establish a fulfillment process, in accordance with the DAU Fulfillment Guide, to ensure that applicants meet the learning objectives of the DAU course and provide adequate justification. Command fulfillment processes must be approved by the DACM prior to implementation.

Approval authority for 100-level DAU course fulfillments is at or above the supervisor certified in the same Career Field. Approval authority for 200-300-level DAU course fulfillments is the command DDAA. Approval authority for 400-level DAU course fulfillments and all FO/GO/SES fulfillments is at the DACM.

Use of a Defense Acquisition Executive Overview Workshop (DAEOW) for the purpose of fulfillment may be approved by the DACM on a case-by-case basis.

7.4 Expedited Fulfillments. As circumstances warrant, the DACM may authorize an expedited fulfillment process for AWF members to meet multiple DAU courses that were not previously needed for certification to the level required by their positions. The expedited process allows the AWF members to submit a single package, i.e., one DD Form 2518 to request fulfillment of multiple courses. All requests should be routed through the Command DPD to the DACM for approval and inclusion in the DAWIA transcript.

Note: Applicants are advised to maintain copies of approved fulfillment packages.

7.5 Equivalency. Commercially available, industry-standard courses that meet the requirements of an existing DAU course will be considered and, if applicable, will be approved by the DACM for equivalency. AWF members should consult the DAU iCatalog for approved equivalencies. After completing an equivalent course, AWF members may submit proof of completion to their DAWIA point of contact with supporting documentation (e.g., course completion certificate or college transcript).
### 7.6 Predecessor Courses

The DAU iCatalog states that courses that have been retired or replaced are acceptable substitutes for meeting prerequisite and certification requirements. All courses listed in the current Equivalent Course Listing for Colleges and Universities, Equivalent Course Listing for DoD Schools, Equivalent Course Listing for DoD and Other Federal Agencies, Equivalent Course Listing for Civilian Organizations & Professional Societies, and Equivalent Course Listing for Commercial Vendors are accepted as valid substitutes for the DAU Classes listed. These courses will remain in effect indefinitely for the purposes of meeting prerequisite and certification requirements.

### 8.0 Education

#### 8.1 Overview

Whether obtaining acquisition Career Field certification, AC membership, or meeting CL associated with the DON DAWIA program, employees and supervisors are responsible for ensuring civilian and military AWF members complete the academic education and DAU courses required for their Career Field and designated certification level published annually in the DAU iCatalog. To ensure proper implementation of the requirements, DACM will publish the requirements annually. Members of the AWF are responsible for the identification, incorporation, and execution of Career Field requirements in their IDP.

#### 8.2 Meeting Education Requirements

Coursework completed to meet education requirements must be documented on a transcript from an accredited institution of higher education to validate degree completion and credit hours earned. The Department of Education maintains a list of accredited institutions.

#### 8.3 Acquisition Workforce Tuition Assistance Program (AWTAP)

Tuition Assistance for civilian DON AWF members may be available through the AWTAP to assist them in meeting the education standards for Career Field certification and to comply with statutory requirements. Tuition assistance for military DON AWF members is available through the military tuition assistance program. Refer to the AWTAP policy for more information.

### 9.0 Experience

#### 9.1 Overview

Acquisition experience is the qualification that provides the confidence that an AWF professional can successfully execute acquisition programs. All acquisition Career Fields require general and/or specific acquisition experience at each certification level. Experience gained while serving in acquisition positions count toward achievement of certification and statutory experience requirements. Experience requirements may also be met through comparable acquisition duties or activities performed in non-acquisition positions, another government agency, or private industry.

AWF members are encouraged to acquire various types of experience over the course of their career. At the entry stage, domain-centric experience may be a focused specialty, perhaps in research and development, and within a specific area with little interaction beyond their
expertise. By mid-career, AWF members may advance to a role requiring a broader understanding and experience beyond their primary area of expertise. At this point, AWF members should be able to incorporate their knowledge and experience into the larger acquisition process while still focusing on their functional Career Field and working with employees in other Career Fields and areas of expertise.

Developmental opportunities exist from the SYSCOM to DoD level, from Entry to Senior/Executive level, and provide experience (and training) in various functional Career Fields and Career Paths. These programs are designed to develop the next generation of leaders to meet the future leadership needs of the DoD.

9.2 Experience Requirements Associated with Certification. DON experience may be assessed using the following criteria:

- **DoD AWF Positions**: Acquisition experience in one of the Career Fields is credited for assignments in AWF positions; however, once the credit is used for one Career Field certification, it may not be recoded to another Career Field. DON experience is automatically accumulated and credited in eDACM for AWF coded billets. Credit may be granted for non-AWF personnel on a rotational assignment filling an AWF billet.
- **Acquisition-Related Positions**: Experience may be credited to a specific Career Field for assignments in non-AWF billets, if acquisition duties performed were equal to or less than 50 percent. A maximum of 50 percent of the time spent in the billet may be credited.
- **Non-DoD Federal Agencies and Private Industry**: Experience credit may be given for a time assigned to a billet with acquisition functions. Time credited will be assessed by the DACM (or delegated as appropriate) on a case-by-case basis.

9.3 Additional Military Guidance

- **Unrestricted Line Officers (URLs)**. Up to eighteen months of acquisition-related experience may be credited for the same amount of time in O-5 or O-6 command tour (Commanding Officer time only) when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management, and interface with the materiel establishment(s). This credit may be applied to experience requirements for PM certification and AC membership.

9.4 Crediting Acquisition-Related Education toward Experience.

- Acquisition-related education is defined as:
  - A graduate level degree in a technical, hard science (any of the natural or physical sciences), business, or acquisition-related field (e.g., Engineering, Physics, Business Administration,

- Acquisition-related military schools (e.g., Nuclear Power Training, Test Pilot School).

- Acquisition-related education may be credited towards experience for a maximum of one year in the following cases:

  - An individual is pursuing primary Career Field certification where the experience requirement is greater than or equal to four years. The credit may not be used for multiple certifications.
  
  - To earn an 8059/8061 Military Occupational Specialty (MOS), USMC military personnel must meet AC experience requirements for military acquisition career track.
  
  - Education resulting in the award of subspecialty code 5100P may be credited for a maximum of 18 months. Education resulting in the award of subspecialty code 5100N may be credited for a maximum of 24 months.

9.5 Approving Authorities. Commands review and assess experience toward Career Field certifications and AC membership requirements. For all certifications, the experience assessment must be conducted by a DDAA.

10.0 Continuous Learning

10.1 Overview. In accordance with the DoDI 5000.66, in order to ensure AWF currency, the CL requirement is 80 hours every two years for the duration of any acquisition assignment. All CL hours must be recorded in eDACM. AWF members must coordinate with managers and supervisors to create an IDP that will employ a strategy of using specific CL activities to maintain certifications and close proficiency gaps in required competency skills. CL Categories include: training, academic credits related to acquisition Career Fields, acquisition experience, and professional activities related to primary Career Field.

Non-acquisition related and other annual employee training requirements such as Cyber Awareness Challenge, Prevention of Sexual Harassment (POSH), Retirement Planning Seminars/Workshops, supervisory, performance management (i.e., AcqDemo training), safety drills, etc., are NOT creditable as AWF CL hours. Submission of such training towards CL hours should not be approved. The DACM will conduct periodic audits of CL approvals. All improper approvals will be reported to the FO/GO/SES chain of command of the approver.
10.2 CL Cycle (Timeframe). The requirement for CL begins with an individual’s assignment to an Acquisition Position and continues if the individual is assigned to an Acquisition Position. The CL cycle is restarted at the end of each two-year period. CL hours earned above the 80-hour requirement do not carry over to the next CL cycle.

11.0 Slating Panel Guidelines

The Acquisition PM Slating Process policy is applicable to all ACAT I/II and MPM equivalent, as well as Business System Category I PM and ACAT I DPM positions.

11.1 Special Statutory and Additional Requirements. Certain acquisition positions have additional requirements mandated by statute or DoD policy for specific education, training, experience, and/or tenure. All individuals assigned to positions with the special statutory requirement for the Program Manager’s Courses (PMT 401 and 402) must complete both courses within six months of assignment. This six-month grace period does not apply to any other special statutory requirement. See Table 11-1 for special statutory requirements.

<table>
<thead>
<tr>
<th>Table 11-1 Special Statutory Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
</tr>
<tr>
<td>-------------------------------------------</td>
</tr>
</tbody>
</table>
| PEO, DPEO/ED, DRPM & DDRPM | - 10 years acquisition experience in an AWF position, at least 4 years assigned to CAP.  
- Served as a PM or DPM.  
- Complete PMT 401 and PMT 402 as PM/DPM within 6 months of tenure start date.  
- Tenure period for PEOs and DPEOs is 3 years or as tailored. Tenure period for DRPMs is 4 years. Written tenure agreements required for this position with copy submitted to DACM. |
| PM for Major Defense Acquisition Programs (MDAPs) | - 8 years acquisition experience with at least 2 years in a program office or similar organization.  
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.  
- Tenure period:  
  - Program Manager for ACAT I or IA program assigned before Milestone B will be assigned at least through Milestone B approval.  
  - ACAT I or IA Program Manager assigned immediately following Milestone B approval will be assigned until initial operational capability is achieved.  
  - Program Managers outside of these periods assigned for at least 4 years or until completion of the phase that occurs closest in time to 4-year tenure period.  
- Written tenure agreements required for this position with copy submitted to DACM. |
| DPM for MDAPs | - 6 years acquisition experience, with at least 2 years in a program office or similar organization.  
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.  
- Tenure period: 4 years or closest to next major milestone.  
- Written tenure agreements required for this position with copy submitted to DACM. |
### Position | Statutory Program Management Requirements
--- | ---
**PM and PFM** for Significant Non-Major Programs | - 6 years acquisition experience. (Desire at least 2 years in a program office or similar organization.)*
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.
- Tenure period: 3 years.
- Written tenure agreements required for this position with copy submitted to DACM.

**PfM of MPM-Eq** | - 6 years acquisition experience.
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.
- Tenure period: 3 years.
- Written tenure agreements required for this position with copy submitted to DACM.

**DPM and DPfM** for Significant Non-Major Programs | - 4 years acquisition experience.
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.
- Tenure period: 3 years.
- Written tenure agreements required for this position with copy submitted to DACM.

**DPM of MPM-Eq** | - 4 years acquisition experience.
- Complete PMT 401 and PMT 402 within 6 months of tenure start date.
- Tenure period: 3 years.
- Written tenure agreements required for this position with copy submitted to DACM.

**Note:** *MPM-Eq requires 4 years of experience vice 6 years. **USMC PfMs and DPfMs are equivalent to ACAT II PMs and DPMs in the DON; positions not specifically addressed in statue, but statutory requirements apply.*

12.0 Waivers

12.1 Overview. Waivers are strongly discouraged. Acquisition position requirements may be waived in certain circumstances. Waivers (Form DD 2905) are directly associated with meeting special statutory requirements, Career Field certification, AC membership, and tenure. Waivers do not eliminate position requirements (position qualifications or certification); rather, they only provide additional time to meet “upon assignment” requirements. Waivers shall not exceed 24 months in duration.

- A position waiver must be granted to assign a person who is not an AC member to a CAP or KLP. This waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position. The waiver must include a target date to meet requirements and cannot exceed 24 months. KLP waivers are rarely approved.
- SCOs approve waivers for 1102 (and equivalent military) CAPs and Contracting Officers with warrants above the SAT.
- Navy military CAP waivers (except for FO/GO) are required to be coordinated via the DACM office.

The DPE will oversee waivers under their authority and report for CAPs and KLPs on an annual basis (Table 12-1).
### Table 12-1 Acquisition Position Waivers Approval Authority

<table>
<thead>
<tr>
<th>Acquisition Position Waivers</th>
<th>Approving Authority</th>
<th>Waiver Type</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The following KLPs:</strong></td>
<td></td>
<td>Certification</td>
<td>At Time of Selection</td>
</tr>
<tr>
<td>- PEO, DPEO/PEO ED</td>
<td>ASN(RD&amp;A) via DACM</td>
<td>Special Statutory</td>
<td>At Time of Selection</td>
</tr>
<tr>
<td>- DRPM and DDRPM</td>
<td></td>
<td>AC</td>
<td>At Time of Selection</td>
</tr>
<tr>
<td>- ACAT I/IA PM/DPM</td>
<td></td>
<td>Tenure</td>
<td>Prior to Early Departure</td>
</tr>
<tr>
<td>- ACAT II PM/DPM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- PM/DPIM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- SCO</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>And:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- All Acquisition FO/GO/SES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- DON Major PMs and Commanders/Commanding Officers of Major Acquisition Commands</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **KLPs not identified above and All Navy Military CAPs**                                    |                     | Certification | At Time of Selection     |
| Except 1102 equivalent and Contracting Officials with warrants above the Simplified Acquisition Threshold (SAT). | Echelon I & II Commands | Special Statutory | At Time of Selection |
|                                                                                             |                     | AC           | At Time of Selection      |
|                                                                                             |                     | Tenure       | Prior to Early Departure  |

| **All USMC Military CAPs**                                                                 |                     | Certification | 24 Months After Assignment |
| Except 1102 equivalent and Contracting Officials with warrants above the Simplified Acquisition Threshold (SAT). | Commander Marine Corps Systems Command | Special Statutory | At Time of Selection |
|                                                                                             |                     | AC           | At Time of Selection      |
|                                                                                             |                     | Tenure       | Prior to Early Departure  |

| **Civilian CAPs**                                                                          |                     | Certification | 24 Months After Assignment |
| With the following exceptions: SES, 1102s and Contracting Officers above the Simplified Acquisition Threshold (SAT). | Echelon I & II Commands SYSCOM DPEs | Special Statutory | At Time of Selection |
|                                                                                             |                     | AC           | At Time of Selection      |
|                                                                                             |                     | Tenure       | Prior to Early Departure  |

| **1102s (and Equivalent Military) / Contracting Officers**                                 |                     | Special Statutory | At Time of Selection |
| With warrants above SAT. Waivers may be granted to current DoD employees only.             | Senior Contracting Official | Tenure       | Prior to Early Departure |

| **All Other Acquisition Positions**                                                        |                     | Certification   | 24 Months After Assignment |
|                                                                                             | Echelon I & II Commands SYSCOM DPEs |              |                           |
Appendix A: Key References

Statutory References

DoD References

SECNAV References
• U.S. Department of the Navy, SECNAV Instruction 5300.38, Acquisition, Logistics and Technology Workforce Management, Oversight, and Stewardship (July 22, 2009).
• U.S. Department of the Navy, SECNAV Instruction 5400.15 series, Department of the Navy Research and Development, Acquisition, Associated Life-cycle Management and Logistics Responsibilities and Accountability (December 2, 2011).
  www.secnav.navy.mil/rda/Policy/Department%20of%20the%20Navy/540015CCH15.pdf
• U.S. Department of the Navy, SECNAV Instruction 5430.7R, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy (August 17, 2009).
  https://doni.documentservices.dla.mil.

ASN(RD&A) References
• U.S. Department of the Navy, ASN(RD&A) Memorandum, Navy Selected Reserve Officer Acquisition Community Management Policy (May 29, 2015).
  http://www.secnav.navy.mil/rda/workforce/
• U.S. Department of the Navy, ASN(RD&A), Delegation of Responsibilities and Authorities for Director, Acquisition Career Management (August 25, 2016).
  http://www.secnav.navy.mil/rda/workforce/
• U.S. Department of the Navy, ASN(RD&A) Memorandum, Acquisition Program Manager and Deputy Program Manager Slating Process (July 13, 2017).
• U.S. Department of the Navy, ASN(RD&A), Acquisition Workforce Tuition Assistance Program (AWTAP) (April 30, 2018)

OPNAV References
• U.S. Department of the Navy, OPNAV Instruction 1211.8C, Identification of Major Program Manager Billets (March 4, 2007).
• U.S. Department of the Navy, OPNAV Instruction 1500.76 series, Naval Training Systems Requirements, Acquisition, and Management (Aug 14, 2013).
  https://standards.globalspec.com/std/1623860/OPNAV%201500.76C

DON DACM References
• U.S. Department of the Navy, DACM Memorandum, Use of 24/12 Rule for Assessing Business Semester Credit Hours for Applicants to the Defense Acquisition Corps from the Production, Quality, and Manufacturing Career Field (October 19, 2016).
• U.S. Department of the Navy, DACM Memorandum, Consideration of Military Officers in Acquisition Career Paths as Members of the Acquisition Workforce, Regardless of Billet Acquisition Coding (February 6, 2017).
• U.S. Department of the Navy, DACM Memorandum, Consideration of Selected Reserve Supply Corps Officers as Members of the Acquisition Workforce, Regardless of Billet Acquisition Coding (February 7, 2017).
• U.S. Department of the Navy, DACM Memorandum, Consideration of Engineering Duty Officers as Members of the Acquisition Workforce, Regardless of Billet Acquisition Coding, for the Purposes of Funding and Course Scheduling Priority (November 11, 2016).
• U.S. Department of the Navy, DACM Operating Guide, Naval Acquisition Development Program (NADP) (26 May 2016).
• U.S. Department of the Navy, DACM Memorandum, Acquisition Workforce Tuition Assistance Program (AWTAP) Policy (May 1, 2014).
• DAU iCatalog. http://icatalog.dau.mil/
## Appendix B: Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC</td>
<td>Acquisition Corps</td>
</tr>
<tr>
<td>ACAT</td>
<td>Acquisition Category</td>
</tr>
<tr>
<td>ACC</td>
<td>Acquisition Career Field Council</td>
</tr>
<tr>
<td>AQD</td>
<td>Additional Qualification Designator</td>
</tr>
<tr>
<td>ASN(RD&amp;A)</td>
<td>Assistant Secretary of the Navy (Research, Development, and Acquisition)</td>
</tr>
<tr>
<td>AWF</td>
<td>Acquisition Workforce</td>
</tr>
<tr>
<td>AWTAP</td>
<td>Acquisition Workforce Tuition Assistance Program</td>
</tr>
<tr>
<td>BUPERS-31</td>
<td>Officer Community Management Branch</td>
</tr>
<tr>
<td>CAP</td>
<td>Critical Acquisition Position</td>
</tr>
<tr>
<td>CL</td>
<td>Continuous Learning</td>
</tr>
<tr>
<td>CPDP</td>
<td>Contracting Professional Development Program</td>
</tr>
<tr>
<td>DACM</td>
<td>Director, Acquisition Career Management</td>
</tr>
<tr>
<td>DAEOW</td>
<td>Defense Acquisition Executive Overview Workshop</td>
</tr>
<tr>
<td>DASN</td>
<td>Deputy Assistant Secretary of the Navy</td>
</tr>
<tr>
<td>DAU</td>
<td>Defense Acquisition University</td>
</tr>
<tr>
<td>DAWDF</td>
<td>Defense Acquisition Workforce Development Fund</td>
</tr>
<tr>
<td>DAWIA</td>
<td>Defense Acquisition Workforce Improvement Act</td>
</tr>
<tr>
<td>DDAA</td>
<td>DAWIA Designated Approval Authority</td>
</tr>
<tr>
<td>DDRMP</td>
<td>Deputy Direct Reporting Program Manager</td>
</tr>
<tr>
<td>DFARS</td>
<td>Defense Federal Acquisition Regulation Supplement</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Full Form</td>
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<tr>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>DoDD</td>
<td>Department of Defense Directive</td>
</tr>
<tr>
<td>DoDI</td>
<td>Department of Defense Instruction</td>
</tr>
<tr>
<td>DPD</td>
<td>DAWIA Program Director</td>
</tr>
<tr>
<td>DPE</td>
<td>DAWIA Program Executive</td>
</tr>
<tr>
<td>DPEO</td>
<td>Deputy Program Executive Officer</td>
</tr>
<tr>
<td>DPM</td>
<td>Deputy Program Manager</td>
</tr>
<tr>
<td>DPM-(\text{eq})</td>
<td>Deputy Program Manager-equivalent</td>
</tr>
<tr>
<td>DRPM</td>
<td>Direct Reporting Program Manager</td>
</tr>
<tr>
<td>eDACM</td>
<td>DON Acquisition Career Management System</td>
</tr>
<tr>
<td>ED</td>
<td>Executive Director</td>
</tr>
<tr>
<td>FAI</td>
<td>Federal Acquisition Institute</td>
</tr>
<tr>
<td>FN</td>
<td>Foreign National</td>
</tr>
<tr>
<td>FO</td>
<td>Flag Officer</td>
</tr>
<tr>
<td>GO</td>
<td>General Officer</td>
</tr>
<tr>
<td>IDP</td>
<td>Individual Development Plan</td>
</tr>
<tr>
<td>IPT</td>
<td>Integrated Product Team</td>
</tr>
<tr>
<td>KLP</td>
<td>Key Leadership Position</td>
</tr>
<tr>
<td>MARCORSYSCOM</td>
<td>Marine Corps Systems Command</td>
</tr>
<tr>
<td>MCRB</td>
<td>Major Command Review Board</td>
</tr>
<tr>
<td>MDAPs</td>
<td>Major Defense Acquisition Programs (ACAT I Programs)</td>
</tr>
<tr>
<td>MOS</td>
<td>Military Occupational Specialty</td>
</tr>
<tr>
<td>MPM</td>
<td>Major Program Manager</td>
</tr>
<tr>
<td>NACO</td>
<td>Naval Acquisition Contracting Officer</td>
</tr>
<tr>
<td>NADP</td>
<td>Naval Acquisition Development Program</td>
</tr>
<tr>
<td>Acronym</td>
<td>Full Form</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>NDAA</td>
<td>National Defense Authorization Act</td>
</tr>
<tr>
<td>NLs</td>
<td>National Leads</td>
</tr>
<tr>
<td>NPC</td>
<td>Navy Personnel Command</td>
</tr>
<tr>
<td>OPM</td>
<td>Office of Personnel Management</td>
</tr>
<tr>
<td>PCD</td>
<td>Principal Civilian Deputy (ASN(RD&amp;A))</td>
</tr>
<tr>
<td>PEO</td>
<td>Program Executive Officer</td>
</tr>
<tr>
<td>PERS-9</td>
<td>Reserve Personnel Management Branch</td>
</tr>
<tr>
<td>PM</td>
<td>Program Manager</td>
</tr>
<tr>
<td>PfM</td>
<td>Portfolio Manager</td>
</tr>
<tr>
<td>PMD</td>
<td>Principal Military Deputy (ASN(RD&amp;A))</td>
</tr>
<tr>
<td>PQM</td>
<td>Production, Quality, and Manufacturing</td>
</tr>
<tr>
<td>SAT</td>
<td>Simplified Acquisition Threshold</td>
</tr>
<tr>
<td>SCO</td>
<td>Senior Contracting Official</td>
</tr>
<tr>
<td>SECNAVINST</td>
<td>Secretary of the Navy Instruction</td>
</tr>
<tr>
<td>SELRES</td>
<td>Selected Reserve</td>
</tr>
<tr>
<td>SES</td>
<td>Senior Executive Service</td>
</tr>
<tr>
<td>SYSCOMs</td>
<td>Systems Commands</td>
</tr>
<tr>
<td>URL</td>
<td>Unrestricted Line Officer</td>
</tr>
<tr>
<td>USC</td>
<td>United States Code</td>
</tr>
<tr>
<td>USD(A&amp;S)</td>
<td>Under Secretary of Defense for Acquisition and Sustainment</td>
</tr>
<tr>
<td>WG</td>
<td>Wage Grade</td>
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</table>
Appendix C: Glossary

Accredited institutions of higher education. Colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Undersecretary of Education for student loans and federal tuition assistance programs. A listing of these schools is available through the U.S. Department of Education website.

Acquisition Category (ACAT). Refers to categories established to facilitate decentralized decision making and execution and compliance with statutorily imposed requirements. The categories determine the level of review, decision authority, and applicable procedures. Definitions of each ACAT designation level can be found at website http://www.secnav.navy.mil/rda/Policy/Department%20of%20the%20Navy/50002E.pdf

Acquisition Position Categories. Subsets of acquisition positions that are characterized by a common set of core acquisition and functional competencies.

Acquisition Program. A directed, funded effort that provides a new, improved, or continuing materiel, weapon, or information system or service capability in response to an approved need. Acquisition programs are divided into categories that are established to facilitate decentralized decision making, execution, and compliance with statutory requirements.

Billet. A military term representing a unit of work, equivalent to “position”.

Business System Category. Based on DBS designation, budget authority, complexity scope, technical risk and congressional interest. Like ACAT, Business System Category determines decision authorities and procedures.

Competencies. As used in the Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AWF to perform the duties and responsibilities of the various AWF positions.

Contracting Officer. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings.

DON Echelon I and II. Commands at the top 2 organizational levels within the Department. Echelon I includes the Secretariat (Secretary of the Navy, SECNAV Executive Assistants, and Chief of Naval Research) and the CNO/Commandant of the Marine Corps (CMC) and their deputies and assistants. Echelon II commands are those that are structured directly below; examples include the six SYSCOMs.

eDACM - DON Acquisition Career Management System. Includes modules for updating an employee’s profile, registering for DAU courses, applying for tuition assistance, tracking CL,
applying for Career Field certification, and more. More information and the log-in can be found on the eDACM (https://www.atrrs.army.mil/channels/navyedacm/) website.

**Direct-Hire Foreign National.** Under the direct hire system, U.S. forces are the legal employer of the foreign nationals and assume responsibility for all administrative and management functions related to foreign national employment. The presence of one or more of the following conditions may influence a decision to use direct hire:

- The host government has no objection to a direct hire system.
- The number of persons to be employed is likely to be very small for the short and long term, will have little or no effect on the local economy, and may not warrant long and costly negotiation that may be required to establish an indirect hire arrangement.
- The provisions of a treaty or host country agreement provide U.S. forces with the legal authority to employ foreign nationals and to follow local law and customs when possible.
- The host government does not desire or is unable to discharge the responsibilities inherent in an indirect hire system.

**Indirect-Hire Foreign National.** Under indirect hire, the host government serves as the legal employer of U.S. forces’ foreign nationals. Although the host government is the official legal employer of the foreign national personnel, it grants operational control to U.S. forces for the day-to-day management of such personnel. Conditions that may influence a decision to use this system are:

- The host government is desirous and capable of discharging the responsibilities inherent in an indirect hire agreement.
- A large number of employees will be required for a limited time, which may result in a disruption in the local labor market when the employees’ services are no longer required.
- Direct hire of foreign nationals could disrupt the local market, and the host government is in the best position to cope with the situation.
- The host government desires and is able to discharge the responsibilities for an indirect hire system.

**Major Defense Acquisition Program (MDAP)** see “Acquisition Category—ACAT I”.


**Portfolio Manager.** A military or civilian official who has responsibility for a functional area portfolio.

**Position.** A specific job regardless of whether a person is currently assigned. Acquisition positions include coding that determines the certification required.
**Program Executive Officer (PEO).** A military or civilian official who has responsibility for directing several Major Defense Acquisition Programs (MDAPs) and for assigned major system and non-MDAPs. A PEO normally has no other command or staff responsibilities within the Component, and only reports to and receives guidance and direction from the DoD Component Acquisition Executive (CAE).

**Program Management.** The process whereby a single leader exercises centralized authority and responsibility for planning, organizing, staffing, controlling, and leading the combined efforts of participating/assigned civilian and military personnel and organizations, for the management of a specific defense acquisition program or programs, throughout the system life cycle.

**Program Manager (PM).** The designated individual with responsibility for and authority to accomplish program objectives for development, production, and sustainment to meet the user’s operational needs. The PM shall be accountable for credible cost, schedule, and performance reporting to the Milestone Decision Authority (MDA) - (DoDD 5000.01).

**Senior Contracting Official (SCO).** Within DON, the SCOs are the Heads of Contracting Activities (HCAs) and their deputies who are responsible for the oversight and review of their subordinate contracting organizations. The Heads of Contracting Activities are NAVAIR, NAVSEA, SPAWAR, NAVFAC, MSC, NAVSUP, ONR, SSP, NAVICP, Marine Corps HQ-ILS and MARCORSYSCOM.