RECRUITING
NACCs plans are for FY19 Sec 852 funded billets.
How can commands can help NACC in executing the billets and possible a reshuffle

DAU/eDACM/AWTAP
Common reasons for DAWIA training disapprovals?
NADP WG member ability to view NADP DAWIA Transcripts in eDACM
NADP DAWIA certification process - in regards to routing.

OTHER BRIEFS
Recruitment best practices
Top 5 (or 10) things that NADP Supervisors or CFMs could do better (from the NACC's perspective)
Field Representative and CFM roles and responsibilities

PARKING LOT
Mentoring, Senior Projects and Telework
NACC 101

Presented by:
Naval Acquisition Career Center
Mechanicsburg, PA

Updated as of 07/26/2018
You Are Here
And Here
NACC History …

- Started hiring pre-DAWIA … CON/LCL, BUS FY91, ENG FY94, IT FY98, FE FY01
- Name change in 2007 from Naval Center for Acquisition Workforce Development Programs
- Staff realigned from NETC to DON/AA in 2007
- eDACM Help desk established 2010 during insourcing push … FOC 2011
- DAWDF program established 2008
- Acquisition Initial Leadership Development – FY09
- Acquisition Journeyman Leadership Development – FY10

32 Years and 11,623 Graduates
NACC Structure

Director, NACC
Cathy W. Spencer

DACM

Acquisition Workforce Programs
DAU-DAWIA
AWTAP

NADP Recruiting

NADP Career Mgmt

Budget
Mission Components

• Acquisition Workforce Programs (Chris McKelvey)
  • eDACM Help Desk
  • Defense Acquisition University DON registration, travel, and travel budget management
  • Acquisition Workforce Tuition Assistance Program (AWTAP)
  • Acquisition Initial/Journeyman Leadership Development
• Naval Acquisition Development Program
  • Recruiting (Dave Mailander)
  • Career Management (Ron Fevola)
• Budget (VACANT)
  • DON/AA Staff
  • NETC
  • DAWDF
• DAWDF Program (Richard Bucher)
NACC Stakeholders

- OCHR – Stennis
- SYSCOMs – SEA, AIR, FAC, SUP, SPA, USMC, SSP, NCCA, IPO, ONR, & SSP
- NETC
- DON/AA
- OSD (HCI)
- DACM
- DAU
- Groups:
  - NADP Working Group
  - DAWDF Working Group
  - DPDs
Uniqueness

- Centralized Management
- Only DoN non-HR organization with ability to make tentative job offers strictly for NADP
- Four UICs:
  - 39721 – NETC NADP Program
  - 48926 – DAWDF Funded NADP Program
  - 42608 (MHA) / 50531 – NACC Staff
- Limited staff depth in some areas
What is the NADP?

Three parts:

- **NADP Entry**: GS 7/9 to FPL GS-12 upon graduation
- **NADP Associate**: mid career hires up to GS-13
- **NADP Wounded Warrior**: GS-5 to Full Performance Level (FPL) GS-12 upon graduation

- Centralized hiring and career management
- Decentralized recruiting performed by SYSCOM
- Program is marketed via SYSCOM recruiters in the field and via print media (brochures and web presence)
- Annual hiring allocations established prior to beginning of Fiscal Year
- Entry Level program duration dependent upon education attainment, experience and job series
- Associates program length two years
- Program personnel work at host command sites
- Shared responsibility toward participant development
- Placement assured by SYSCOM at program graduation
- At program completion, Entry/Associates transfer to host command roles
NACC CM Structure

Support to the NADP
From EOD to Graduation

Career Mgmt Division Head

Team Leader

Career Managers (CM)

Assistant Career Managers (ACM)

PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES
NACC CM Structure

Support to the NADP
From EOD to Graduation

Career Mgmt Division Head

OVERSEES ALL ASPECTS OF THE NADP LIFE CYCLE

PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES
NACC CM Structure

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From EOD to Graduation

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Team Leader
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Provide service to over 1000 NADP employees
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PROVIDE SERVICE TO OVER 1000 NADP EMPLOYEES
NACC CM Structure

Support to the NADP From EOD to Graduation

Assistant Career Managers (ACM)

DEFENSE TRAVEL SYSTEM
A New Era of Government Travel

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING

Section A - Trainee Information
Please read instructions on page 1 before completing this form.

SF-182

DCPDS PORTAL
Personnel Actions – Like promotions

Answering your questions

Provide Service to over 1000 NADP Employees
Your NACC CM Team

Stephanie Patton
Career Manager

Amanda Kreiser
Assistant Career Manager
Your NACC CM Team

Shelly Best
Career Manager

John Ciotti
Assistant Career Manager
Your NACC CM Team

Jim Miller
Career Manager

Amanda Kreiser
Assistant Career Manager

Strategic Systems Programs (SSP)
Your NACC CM Team

Jim Miller
Career Manager

John Ciotti
Assistant Career Manager
WRITE UP SOME ANSWERS TO THE QUESTIONS WE COULD NEVER ANTICIPATE.

Questions?
Back up Slides
eDACM

- Portal to the Naval Acquisition Workforce Administration and Management Tools
  - DAU Registration – “RegisterNow II”
  - DACM MIS – Data Repository
- Army Training Requirements and Resources System (ATRRS)
  - Backbone for RegisterNowII and eDACM functions
  - Army G1 Contract with ASM; Navy Delivery Order to Army Contract
• DAU provides full range of certification, assignment-specific, targeted, and continuous learning training; establishes Certification Standards, educational equivalencies, and provides funding for prioritized travel.
• NACC interfaces with DAU as the Agency Training Office (ATO), Service Registrar, Service Travel Approval Authority, and Help Desk support.
• Daily Routine
  • Registration in DAU Classroom / Distance Learning Courses
  • Student Administration / Management data entry and validation
  • Travel Order approval and management, fiscal management
• Priorities
  • 01: Training for Mandatory Certification Requirements at current level
  • 02: Training for Mandatory Certification Requirements at next level
  • 03: Training for subsidiary Certification or Core Plus education
  • 04: Training for all other DON employees
• Special Projects
  • DTS for DAU Pilot for CON 090/PMT 352B and PMT 401
DAU Classes

- Classroom Courses offered by DAU:
  - Mandatory (Core) Certification Classes
  - Unique Position Training Standards
  - Core Plus Development Classes
- On-Line Courses offered by DAU:
  - Continuous Learning / Distance Learning classes
- On-Sites:
  - Mandatory Certification classes held at Service Locations
  - Save Taxpayer Money and Command Time
- Allocations and Process:
  - Annual Demand Forecast Project w/ SYSCOMs
  - Ten-Step process, December through May
    - SYSCOM’s solicited for Input (demand signal, New Hires, etc.)
    - DAU Regions Resource Allocations Review
    - Service Discussions / “negotiations” w/ DAU
    - Go-Live Mid May for following FY
DAU Operations

- Out-of-Cycle Requests: CURRENT year emergent requirements for an on-site that was not forecast
  - DAU will entertain at all times
  - DAU resource-driven to be able to meet
  - Fairly good success rate – never hurts to ask
- “Top Ten”
  - Regular and recurring input to DAU from all Services to monitor trends and needs
  - Monthly Low Fill Meetings to Review
- Travel
  - eDACM issued DD 1610 and manual submissions of DD 1351-2 to DFAS
  - DTS is currently being PILOTED for CON 090/PMT 352B and PMT 401; looking at additional courses in the future (JAN 2017 FOC)
  - Use both O&M and DAWDF funds
  - DAU historically funds 70 to 80% of Priority 01 requirements (budget target)
  - Navy historically conservative with Travel; Pri 01 Only, SYSCOMs pay other, have always been able to fund 100% of Pri 01 students needing travel
Naval AWTAP

- **Naval Acquisition Workforce Tuition Assistance Program (AWTAP)**
  - *Billets to support came from within NACC’s current staffing.*
  - *Maximum amount of tuition assistance per fiscal year is $10K.*
  - *AWTAP eligibility shall not exceed five consecutive fiscal years.*
  - *Students agree to work in a DON AWF position one year after completion of their last course per their signed CSA.*
  - *AWTAP Policy is in eDACM for all to see.*
AWTAP HISTORY

- Naval Acquisition Workforce Tuition Assistance Program (AWTAP)
- FY 93 thru FY 03
  - DACM provided AWTAP funding to commands for distribution within their command; commands reported quarterly execution to DACM.
  - NACC was given a very small pot of AWTAP funding for the “cats and dogs”.
- FY 04 to Present
  - Due to perceived poor stewardship on part of commands; DACM decided that NACC would manage the entire program to include all funding.
  - Billets to support came from within NACC’s current staffing.
  - NACC Local Policy published administering Naval AWTAP.
- FY 13
  - On 2 Jan 2013, FY limit raised from $6,300 to $10,000.
- FY 14
  - On 1 May 2014, CSA requirement changed from 30 days of work within a DOD position to one year of work in a DON Acquisition Workforce position.
eDACM Support Team

- 2005 - Contractor Operated “Register Now Help Desk” Lexington Park (PAX River) MD
  - 7 staff on-site, 5 supporting from alt work locations in specialty roles (CL, AWTAP, HR/DCPDS, etc.)
- 2010 – decision to “INSOURCE”
- January 2011 – eDACM Support Office IOC at NACC, FOC March 2011
  - 5 employees (Team Ld, CL/AWTAP Support Specialist, 3 Support Assistants)
- Provide ‘one stop shopping’ for all AWF and Non-AWF questions and issues, eDACM support
- Manage AWTAP and CL Administration
- Point of Entry for all AWF and Non-AWF questions FFT to DAU Registration, DAU Help Desk, Contractor Support (eDACM, DACM MIS, ATRRS, ATLAS) Trouble Assistance; Documentation of areas of Customer Concern (FAQ’s)
Daily Routine

- **Top Questions asked:**
  - *Profile Discrepancies / Access Request Form Issues* - 40%
  - *DAU Course Registration Issues* – 20%
  - *DAU Travel Submission Issues* – 10%
  - *Certification(s) Missing* – 20%
  - *Fulfillment / Equivalency Submissions* – 10%

- **Customer Satisfaction is Job One**
  - *Professional, accurate, timely, helpful and courteous*
  - *Tracking via REMEDY Customer Survey*

- **“Strongly Agree” rating:**
  - 2016: 98%
  - 2015: 97%

- **2016 Stats to date:**
  - 14,865 Trouble Tickets Processed
  - 14,646 Trouble Tickets Closed
2007 DACM awareness of USAF Program
  - *Navy modeled curriculum after USAF*
- Award November 2008 “Navy Leadership Challenge” (“AILD”)
- Customer Feedback led to Leadership Course focused on next tier (first level supervisors)
  - *AJLD awarded December 2011*
- 2012 Recompete combined AILD/AJLD
- 2015 AILD/AJLD 5 year contract.
NADP Recruiting
Significant Annual Dates

• July: Allocations approved by DACM and released to SYSCOMS
• August: Recruiting plans due from SYSCOMS
• September:
  • First USA Jobs Announcements post for new FY
  • NACC – OCHR Service Center Summit
• October:
  • First EOD’s for new FY
• January: Last opportunity to post USA JOBS Announcements for current FY
# Recruiting Team Relationships

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibility</th>
<th>Reports to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting Division Head</td>
<td>Oversees and executes the annual NADP hiring plan. Responsible for entire process and functions of NADP recruiting and security.</td>
<td>Director</td>
</tr>
<tr>
<td>Recruiting Team Lead</td>
<td>Leads placement reps in day to day execution of NADP hiring actions. Works with internal organization to ensure consistency between Career Management and planning.</td>
<td>Division Head</td>
</tr>
<tr>
<td>Placement Rep</td>
<td>Works with assigned customer commands to recruit and place new employees.</td>
<td>Division Head/Team Lead</td>
</tr>
<tr>
<td></td>
<td>- Works with OCHR to establish GS level for newly hired employees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Builds recruiting events, issues and processes selection certificates with USA Staffing.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Makes job offers, coordinates new employees’ entrance-on-duty and creates initial recruit/fill Request for Personnel Action (RPA).</td>
<td></td>
</tr>
<tr>
<td>Security Specialist</td>
<td>Responsible for the administration of all employee security clearances and advises on procedures for adverse security determinations.</td>
<td>Division Head</td>
</tr>
<tr>
<td></td>
<td>- Coordinates all employee security issues with the respective homeport security office as appropriate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Provides visit request information to gaining security.</td>
<td></td>
</tr>
</tbody>
</table>
## SYSCOM Relationships

<table>
<thead>
<tr>
<th>SYSCOM Role</th>
<th>Responsibility</th>
<th>Work with at NACC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting Working Group Member</td>
<td>Focal point for NADP program. Facilitates policy, execution, onboarding. Command Single Point of Contact.</td>
<td>Division Head/Team Lead</td>
</tr>
<tr>
<td>Hiring Manager/Selecting Official</td>
<td>Executes NADP hiring plan for SYSCOM. Make selections in USA Staffing. Ensures time gates are met for processing via OCHR.</td>
<td>Division Head/Team Lead/Working Group Member</td>
</tr>
<tr>
<td>Wounded Warrior/Special Emphasis Staff</td>
<td>Works internal and external staff on all name select nomination packages for NADP Wounded Warrior and other veteran actions. Validates requirements with program specifics.</td>
<td>Division Head/Team Lead/Working Group Member</td>
</tr>
<tr>
<td>Local HR/Command Staff</td>
<td>Responsible onboarding support, security support and local guidance at homeport.</td>
<td>Division Head/Team Lead/Placement Reps/Security</td>
</tr>
</tbody>
</table>
Allocation Process

- SYSCOM provides demand signal to DACM
- Allocation breakout based on need and budgetary constraints
- Initial allocation sent to SYSCOMs to formulate hiring plan based on Career Field, Series, etc…
- Reviews held during the year to adjust if necessary
- Commands submit change requests to NACC Director and DACM during the year
Contingencies

Mobility Agreement

• Must be signed before Entrance on Duty (EOD)

• GPA (Qualifications)
  • Quals must be reviewed prior to release of Final Offer by OCHR…final transcripts

• Security
  • E-QIP (SF 86) reviewed prior to EOD to ensure individual meets the provisions of SECNAV M-5510.30 and is eligible for security clearance (Secret)

• On Boarding Manager
  • All onboarding documents are supplied and maintained within secure system, for processing to OCHR Stennis
### Pay Setting

<table>
<thead>
<tr>
<th>Program, Series, and Grade level</th>
<th>Base Salary</th>
<th>Program Length (in years)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NADP Entry – All positions except 8XX and 1550</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-5 (NADP-WW program)</td>
<td>GS-5 step 1</td>
<td>4</td>
</tr>
<tr>
<td>Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level</td>
<td>GS-7 step 1</td>
<td>3</td>
</tr>
<tr>
<td>GS-9: Masters Degree (directly related) or 1 year specialized experience equivalent to the GS-7 level</td>
<td>GS-9 step 1</td>
<td>2</td>
</tr>
<tr>
<td><strong>NADP Entry – Engineer (8XX)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-5 (NADP-WW program)</td>
<td>GS-5 step 1</td>
<td>4</td>
</tr>
<tr>
<td>Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level</td>
<td>GS-7 step 10</td>
<td>2.5</td>
</tr>
<tr>
<td>GS-9: Bachelors Degree with 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level</td>
<td>GS-9 step 3</td>
<td>2</td>
</tr>
<tr>
<td>GS-9: Masters Degree (directly related)</td>
<td>GS-9 step 6</td>
<td>2</td>
</tr>
<tr>
<td><strong>NADP Entry – Computer Scientist (1550)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS-5 (NADP-WW program)</td>
<td>GS-5 step 1</td>
<td>4</td>
</tr>
<tr>
<td>Bachelors Degree; or 1 year specialized experience equivalent to the GS-4 level; or 3 years generalized experience</td>
<td></td>
<td></td>
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<td>GS-7: Bachelors Degree with Superior Academic Achievement(SAA) or 1 year specialized experience equivalent to the GS-5 level</td>
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<td>3</td>
</tr>
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<td>GS-9: Bachelors Degree with 2 years of related graduate education or 1 year specialized experience equivalent to the GS-7 level</td>
<td>GS-9 step 3</td>
<td>2</td>
</tr>
<tr>
<td>GS-9: Masters Degree (directly related)</td>
<td>GS-9 step 6</td>
<td>2</td>
</tr>
<tr>
<td><strong>Naval Acquisition Associates Program (NAAP) –All Positions</strong></td>
<td>Based on Command Request, Maximum GS-13 Step 10</td>
<td>2</td>
</tr>
</tbody>
</table>

- Grade level determination is based upon the certificate of eligible’s an applicant is chosen from
- Current federal employees will be subject to grade and pay retention rules as per Title 5 Code of Federal Regulations (5CFR)
Responsibilities

- Responsible for the career management and career services for almost 1,100 Entry Level and Associate Employees in the NADP…rising to 1,500+
- Provide guidance, consultation, and assistance concerning career management and career services matters with the Employees and Career Field Managers
- Work closely with servicing HRO and OCHR to facilitate Customer commands and Employee requirements
Program End Strength Chart

Leading the Development of the Acquisition Workforce

Chart Dates: 9/10/2018

- Associate
- 852 EL
- EL
Master Development Plans

- Built by the Career Field Leadership
- Career Field Competencies (OJT)
- Rotational Assignments
- Technical Training
- Leadership Training (AILD / AJLD)
- DAWIA Certification, Level I & II Reqd
- Program Reviews
- Professional Development Training
- Senior Project
  - Demonstrate a comprehensive understanding of the career field on a macro-basis
  - Share experiences which may enhance subsequent entry level employees' development program
  - Gain experience in written and oral communication with Executive-level personnel
- Local Command driven requirements can be added
- Command can not eliminate requirements in MDP

- MDP Summary
  - 1 page summary of the larger MDP document
  - Summary is provided to NACC annually to show employee progress
  - Main MDP document managed locally by employee/CFM

---

### 1. Competency Development:
- As identified on the multi-page NADP IDP

### 2. Program Dates:
- Start/Entry on Duty (EOD)
- Promotion 1
- Promotion 2 (if applicable)
- Promotion 3 (4 Year NADP-WW only)
- Graduation

### 3. Rotational Assignments:
(2 Required. If travel funding is required, NACC will fund the cost of 1 rotational assignment within program constraints. However, command funds travel cost overruns and any costs for additional rotational assignments.)

<table>
<thead>
<tr>
<th>Command/Location (includes city and state)</th>
<th>Planned Date</th>
<th>Date Rotation Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>External:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 4. DAWIA Training Requirements:
(See Core Certification Standards at [http://Training.dau.mil](http://Training.dau.mil). You must apply for certification in AILD.

<table>
<thead>
<tr>
<th>Certification (Field for comments)</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td></td>
</tr>
<tr>
<td>Level 2</td>
<td></td>
</tr>
<tr>
<td>Additional DAU Courses (Not required by DAU or NACC. Not continuous learning models.)</td>
<td></td>
</tr>
<tr>
<td>One Additional 100 Level DAU Course (see MDP Geminis)</td>
<td>Course Code</td>
</tr>
<tr>
<td>One Additional 100 or 200 Level DAU Course (see MDP Geminis)</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Other Training Requirements:
- NADP Orientation Training: Training not required for employees onboard prior to July 2012.

<table>
<thead>
<tr>
<th>Training Field for comments/course information</th>
<th>Date Started</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>NADP Employee Orientation Training (valid in PDALE*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Training Course (Candidate funded)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Training Course (DAU funded)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NADP Training Symposium (NACC funded)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Review (NACC funded)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Updated MDP summary with new signatures and dates to NACC Assistant Career Manager (ACM)
- 60 days prior to promotion
- 16 days prior to graduation

The signatures below acknowledge that the employee of all NADP requirements and have read the policies outlined in the NADP Operating Guide and on the NADP website. Your signature below further indicates that you verify the information on this form is accurate and correct.

<table>
<thead>
<tr>
<th>Type Name</th>
<th>Sign</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Receipt acknowledged by NACC Career Manager
• All NADP employees are expected to graduate the program certified DAWIA level II in their career field
• BUS-CE and BUS-FM exempt due to requirement to have 4 years experience... still required to complete all course by graduation
• BUS-FM are required to attain a separate FM Certification process within two years of EOD or request a time waiver
• NADP employees must take all classes required to become level I certified prior to taking level II classes
• Subsidiary certifications discouraged... approvals can only come AFTER employee has been level II certified in their primary career field
Rotations & Travel

- Each employee must complete at least 1 internal and 1 external rotation
- Look for DON opportunities 1st… then DOD
- Private Industry and Legislative Branches are prohibited
- Up to 90 Days with a limit of $20,000
- Typically executed after being in the program between 12 and 30 months
- Most common are HQ’s to Field Activities and vice versa
- NACC announces 2 open seasons annually allowing NADP employees to request and schedule their NACC funded rotational assignments
- NACC pays for NADP required travel for training purposes
- Local Command pays for “programmatic” job related travel
- Commands own employee in DTS and issues the GTCC
- NACC uses DTS Cross Org process to review, certify and approve DTS authorizations / vouchers
  - Rotations, Technical Training, AILD / AJLD, NADP Training Symposium
- Travel to the State Dept’s list of areas of danger or war zones are not authorized for NADP Entry Level Employees
# Graduation Requirements

## DAWIA Training (See DAU for Career Field Course Requirements for Certification)

<table>
<thead>
<tr>
<th>Level</th>
<th>BUS-CE</th>
<th>BUS-FM</th>
<th>CON</th>
<th>ENG</th>
<th>FE</th>
<th>IT</th>
<th>LOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level I</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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<tr>
<td>Level II</td>
<td></td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

*BUS-CE & BUS-FM not required to be Level II certified at graduation but must have Level II courses completed

## Rotational Assignments

<table>
<thead>
<tr>
<th></th>
<th>BUS-CE</th>
<th>BUS-FM</th>
<th>CON</th>
<th>ENG</th>
<th>FE</th>
<th>IT</th>
<th>LOG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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<td>✗</td>
</tr>
<tr>
<td>External</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
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</tbody>
</table>

## Senior Project

<table>
<thead>
<tr>
<th></th>
<th>BUS-CE</th>
<th>BUS-FM</th>
<th>CON</th>
<th>ENG</th>
<th>FE</th>
<th>IT</th>
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## Other Training

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  *One 100 Level DAU course
  *One 200 or 300 DAU Level course

See MDP for Formal Training Requirements
Communication Tools

• Email Distribution Lists
  • *All Employees*
    • By Command
    • By Career Field
  • *Career Field Managers (CFM’s)*
  • *Working Group Members*
• Bulletin Board on the NADP web site
  • *Secondary source repository*
• Web Site
• Quick Reference Guides
• Web Based Training for NADP program
  • *Employee centric training*
  • *CFM centric training*
SYSCOM Expectations

- NADP is a pool of future acquisition professionals to keep up with workforce attrition
- Time to train new personnel without encumbering existing billets or worrying about training costs / salary
- Use of DAWDF to assist with growing acquisition workforce (Entry Level and Associates) when and where needed
Joint Structure

- **Command**
  - **Local Supervisors**
  - **Career Field Managers (CFM)**
    - These are NACC’s primary POC’s
    - Must be level III certified in the career field
    - Must be on site with NADP employee
    - Sometimes a supervisor is also the CFM
  - **NADP Coordinators**
    - Typically used at local commands to ensure administrative procedures and/or completing NADP requirements are carried out
  - **Senior CFM’s**
    - Typically at larger command HQ’s
  - **Working Group Member**
    - Single command NADP POC at the NACC Career Management division head level
Policies

- In addition to DoD and DoN policies, NACC has local policy/instruction we maintain for the NADP and Acquisition Workforce
  - DAWIA Operating Guide: Policy and procedures for all acquisition workforce members to follow
  - NADP Operating Guide: Operating procedures that NADP employees and local Career Field Managers (CFM’s) use to navigate the NADP program
  - Payroll Guide: Operating procedures for employees and CFM’s to follow regarding all pay issues
  - Quick Reference Guides: Pocket editions of NADP policies for Entry Level, Associates, and CFM’s
Responsibilities

• **Budget Development and Execution:**
  - Naval Acquisition Development Program (NADP)/NETC
  - Naval Acquisition Career Center (NACC)/DONAA
  - Defense Acquisition Workforce Development Fund (DAWDF/Sec 852)/NETC and DONAA

• **Acquisition Workforce Tuition Assistance Program (AWTAP)/NETPDC**

• **SLDCADA (Payroll)/DFAS**

• **Acquisition Workforce Program (AWP) Initiatives/NETC**
Significant FY Events

- Tri-Annual Review - October
- PRESBUD - January
- Initial Allocation Review - January (DON/AA)
- Tri-Annual Review - February
- Midyear Review - March
- Secretariat Review Board - April (DON/AA)
- DON Budget - May
- Tri-Annual review - July
Budget Summary

- NACC has a unique mission
- Not a BSO and not staffed accordingly
- Most of Budget work is pure operational in nature – not analytical
- Numerous financial systems/numerous opportunities for disconnects
- Lots of human interaction/lots of opportunities for miscommunication