

DON Civilian Acquisition Assignment Coding Sheet

Revised June 2020

Instructions:

- The completion of this Coding Sheet is required for all DON acquisition positions and each Request for Personnel Action (RPA). Guidance for designating DON acquisition positions is in the DON DAWIA Operating Guide: <https://www.secnav.navy.mil/rda/workforce/Pages/References.aspx>
- When processing Requests for Personnel Action, data entry personnel should ensure that the acquisition information in DCPDS (or equivalent system) reflects the information on the Coding Sheet.
- DCPDS navigation was verified in 2015. Refer to the latest DCPDS (or equivalent system) documentation in the case of any discrepancies.

PD/PRD Number/Position Sequence: _____ Command/UIC: _____

Employee Name: _____

Pay Plan-Grade-Series-Title: _____

SECTION 1. ACQUISITION POSITION CATEGORY

[DCPDS Navigation: Work Structures > Position > Description > Extra Information > Acquisition Program Information > Career Category](#)

- A – Program Management
- C – Contracting* (All 1102 series and Contracting Professional Development Program positions must be “C”)
- D – Industrial/Contract Property Management (All 1103 series positions must be “D”)
- E – Purchasing (All 1105 series positions must be “E”)
- F – Facilities Engineering
- H – Production, Quality and Manufacturing
- I – Science and Technology Manager*
- K – Business-Financial Management
- L – Life Cycle Logistics
- M – Small Business
- P – Business-Cost Estimator *†
- R – Information Technology
- S – ENG- Engineering*
- T – Test and Evaluation*†

* Requires baccalaureate degree. † Requires semester hours in specific disciplines.

SECTION 2. ACQUISITION POSITION TYPE — CRITICAL ACQUISITION POSITIONS (CAPs)/KEY LEADERSHIP POSITIONS (KLPs)

[DCPDS Navigation: Position > Description > Extra Information > Acquisition Program Information > Critical Position](#)

- 1 – CAP—Not Division Head
- 2 – CAP—Division Head*
- 3 – Not CAP—Development**
- 4 – Not CAP or Developmental
- 6 – KLP

* A Division Head is the official with responsibility for managing an acquisition organization or major subordinate unit, the mission of which is to support or administer acquisition functions.

** Applicable to positions in the DON Contracting Professional Development Program (CPDP), Naval Acquisition Developmental Program (NADP), and formal Command level developmental programs.

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SECTION 3. ACQUISITION CERTIFICATION LEVEL REQUIRED FOR THE POSITION

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Career Level](#)

- 1 – Level I (Entry)
- 2 – Level II (Intermediate)
- 3 – Level III (Advanced)* †

* CAPs and KLPs (Section 2 = 1, 2, or 6) must be Level III

† Not applicable to the Purchasing career field

SECTION 4. ACQUISITION JOB SPECIALTY 1

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Job Specialty 1](#)

- I – International Acquisition
- (blank) – N/A (No career path)

SECTION 5. ACQUISITION PROGRAM INDICATOR

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Program Type](#)

- 1 – Major Defense Acquisition Program (ACAT I)
- 2 – Significant Non-Major Defense Acquisition Program (ACAT II)
- 3 – ACAT I/II (supports both ACAT I/II Programs)
- 4 – ACAT III or IV
- 9 – N/A (none of the above)

SECTION 6. SPECIAL ASSIGNMENT — This Section applies only to KLPs (Section 2 = "6"). Otherwise, leave blank. Check one of the following in alignment with the position category code (Section 1).

DCPDS Navigation: [Position > Description > Extra Information > Acquisition Program Information > Special Assignment](#)

- A – Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM)
- B – Major Program Manager (MPM)/Portfolio Manager (PfM)
- C – Deputy PM/Deputy PfM
- D – Senior Contracting Official
- L – Deputy PEO, Executive Dir PEO, Deputy DRPM
- N – Program Lead Systems Engineer/Chief Engineer
- P – Program Lead Cost Estimator
- Q – Program Lead Business Financial Manager
- S – Other
- T – Program Lead Contracting Officer
- U – Program Lead Logistician (Product Support Manager)
- V – Program Lead Test and Evaluation
- W – Program Lead Production, Quality, & Manufacturing
- X – Program Lead Information Technology

SECTION 7. This Section applies only to CAPs and KLPs. Fill in only if Section 2 = "1", "2", or "6".

a. Date Tenure Agreement Ends (mm/dd/yyyy): _____*

DCPDS Navigation: [People > Enter and Maintain > Extra Information > Acquisition Basic Data > Dt Tenure Agreement Ends](#)

*Employees in CAPs and KLPs must sign a 3-year tenure agreement with the following exception: Direct Reporting Program Managers (DRPMs), Deputy DRPMs, and ACAT I Program Managers (PMs) and Deputy PMs have a commitment aligned with the major milestone closest to 4 years or as tailored by ASN(RDA).

b. Date Assignment Review (mm/dd/yyyy): _____*

DCPDS Navigation: [People > Enter and Maintain > Extra Information > Acquisition Basic Data > Dt Asgt Review Due](#)

* This reflects the date the employee is due to be reviewed for possible rotation which is 5 years from the date assigned to the position.

APPROVING OFFICIAL SIGNATURE: _____ DATE _____

(Print Approving Official Name and Title) _____

POINT OF CONTACT (NAME, EMAIL, PHONE): _____

EFFECTIVE DATE OF ACTION: _____