



THE SECRETARY OF THE NAVY
WASHINGTON, D.C. 20350-1000

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SECNAVNOTE 5300
ASN (RD&A) DACM
September 8, 2008

SECNAV NOTICE 5300

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY ACQUISITION WORKFORCE
STEWARDSHIP

Ref: (a) United States Code (USC), Title 10, Chapter 87
(b) DoD Directive 5000.52
(c) SECNAVINST 5430.7P
(d) DoD Instruction 5000.66

1. Purpose. This Notice designates the Assistant Secretary of the Navy for Research, Development and Acquisition (ASN (RD&A)) as the Department of the Navy's (DON's) steward of the acquisition, technology and logistics workforce, hereafter referred to as the acquisition workforce. For the purposes of this notice, the acquisition workforce is defined as the workforce occupying acquisition designated positions in accordance with references (a) and (b) and/or assigned to Naval organizations performing acquisition functions such as Systems Commands (SYSCOMs), Direct Reporting Program Management offices, and the Office of Naval Research, and all subordinate activities, hereafter referred to as Acquisition Commands. This Notice describes these responsibilities and authorities for stewardship of the acquisition workforce, in addition to those described for the Office of the Secretary of the Navy in references (a) and (c).

2. Background. The Department of Defense (DoD) acquisition community is challenged with maintaining a capable, effective and efficiently-sized acquisition workforce balanced with workload. To successfully execute the duties assigned by reference (c), ASN (RD&A), as the steward of the acquisition workforce, has the responsibility to monitor workforce capabilities and capacities and provide strategic guidance on acquisition workforce requirements. Maintaining a close tie between acquisition workforce capacity and planned acquisition workload, the inherent fluctuation of procurements planned in Navy's program from year to year will likely result in changes to absolute manpower requirements. These fluctuations must be

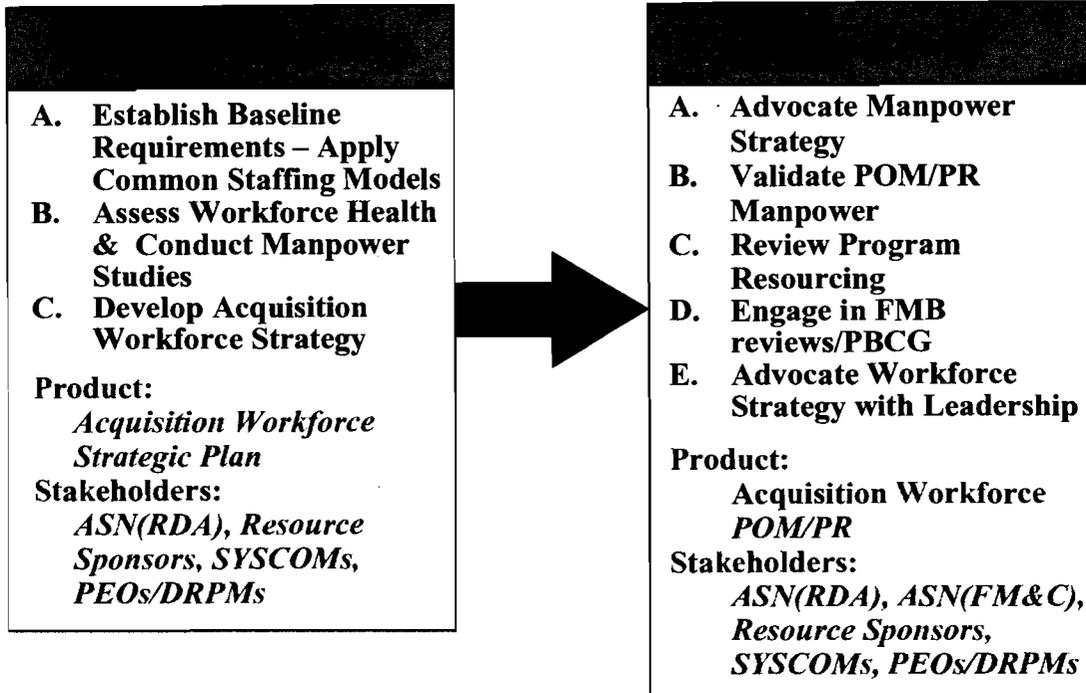
accommodated within an acquisition workforce strategic plan that guides resource allocation in the Planning, Programming, Budgeting and Execution (PPBE) process.

3. Objective. As the steward of the acquisition workforce, ASN (RD&A) will work in partnership with Navy and Marine Corps resource sponsors to ensure acquisition workforce capabilities and capacity requirements are balanced with workload. ASN (RD&A) is responsible for communicating acquisition workforce requirements to resource sponsors to effectively execute current and future acquisition programs.

4. Scope and Applicability. ASN (RD&A) will implement the process of acquisition workforce stewardship in conjunctions with the PPBE and acquisition governance processes, in close coordination with the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC) workforce resourcing organizations.

5. Process. Figure 1 describes the partnership among the DON acquisition leadership through the stewardship process. The acquisition workforce capability and capacity needs will be documented in a common staffing model and five-year workforce strategic plan, both updated annually, and communicated throughout the PPBE and acquisition governance processes. The strategic planning process will be managed by ASN (RD&A), in partnership with the acquisition resource sponsors and other workforce stakeholders.

Figure 1. Acquisition Workforce Stewardship Process



a. Acquisition Workforce Strategic Planning:

(1) Acquisition Workforce Studies and Analysis. ASN (RD&A), with the Acquisition Commands, will conduct workforce analysis and studies to determine the workforce capabilities and capacities required to execute planned workload and balance acquisition workforce among DON's total workforce resourcing requirements.

(2) Acquisition Workforce Staffing Model. ASN (RD&A) will partner with Director, Assessment Division, Office of the Chief of Naval Operations (OPNAV N81) and Deputy Commandant of the Marine Corps for Programs and Resources (DCMC (P&R)) to develop and validate acquisition workforce staffing models.

(3) Acquisition Workforce Gap Analysis. The Acquisition Commands will apply common workforce staffing models to program requirements, identifying workforce capability and/or capacity gaps, projecting gains and losses of experience and knowledge, as well as requirements for new skill-sets.

(4) Acquisition Workforce Strategic Plan. ASN (RD&A) will apply the Acquisition Commands' gap analyses to formulate a five-year acquisition workforce strategic plan, considering DoD and DON strategies. This strategy will define and communicate acquisition workforce requirements to meet anticipated acquisition workload as informed by the resourcing processes of Deputy Chief of Naval Operations Integration of Capabilities and Resources (OPNAV (N8)), DCMC (P&R), and Deputy Commandant for Manpower and Reserve Affairs (DCMC (M&RA)).

(5) Acquisition Workforce Staffing. Acquisition Commands will maintain and execute workforce staffing plans, defining work requirements and associated workforce, to support acquisition workforce programming and budgeting and alignment of the current workforce to the acquisition workforce strategies.

b. Acquisition Workforce Resourcing:

(1) Acquisition Workforce Strategy. ASN (RD&A) will forward the Acquisition Workforce Strategy to OPNAV (N1/N4/N6/N8), DCMC (P&R) as input to the programming guidance.

(2) Acquisition Workforce Programming. OPNAV (N1/N4/N6/N8), DC (P&R), and DCMC (M&RA) will ensure ASN (RD&A) participation throughout the programming phase of the PPBE process. ASN (RD&A) will review and assess impacts on acquisition workforce.

(3) Sponsor Program Proposal. ASN (RD&A) will participate in all Sponsor Program Proposal briefings affecting the acquisition workforce resourcing.

(4) ASN (RD&A) will monitor budgeting activities for consistency and appropriate application of the acquisition workforce strategy. Any unresolved issues arising from the budget review will be adjudicated with OPNAV (N8) and DCMC (P&R) before going to ASN Financial Management and Comptroller (FM&C), Office of Budget during the Program Budget Coordinating Group (PBCG) process.

6. Responsibilities.

a. ASN (RD&A) will:

(1) Serve as the responsible and accountable authority for DON acquisition workforce stewardship and advocacy;

(2) Conduct acquisition workforce strategic planning, with participation of CNO, CMC, and ASN (M&RA) that will promulgate acquisition workforce strategic guidance in partnership with Navy and Marine Corps leaders and oversee acquisition workforce capabilities and capacities to ensure successful acquisition program execution;

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

(4) Establish:

(a) Workforce performance measures to assist in the formulation of workforce strategic guidance.

(b) Common workforce staffing models across the Acquisition Commands and associated programs.

(5) Ensure that the Acquisition Commands establish and maintain workforce staffing plans in accordance with a common workforce staffing model and address workforce issues through the programming, planning and budgeting process, in coordination with ASN (RD&A); and

(6) Assure that ACAT I/II Program Managers identify acquisition workforce requirements, in accordance with a common workforce staffing model, through the Acquisition Governance process.

b. Deputy Chief of Naval Operations Integration of Capabilities and Resources (OPNAV (N8)), Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education (OPNAV(N1)), and DCMC(P&R) will:

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

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

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

c. ASN (M&RA) will:

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

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

7. Cancellation Contingency. This notice shall be retained until incorporated into reference (c).


Donald C. Winter