DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
(RESEARCH, DEVELOPMENT AND ACQUISITION)
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

DEC 2 2 2010

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Defense Acquisition Workforce Development Fund (DAWDF)/
Section 852 Expert Program Hiring Policy

Reference: (a) PCDASN Memorandum 21 Oct 10, DAWDF Implementation Guidance

It is the Department of Defense policy to hire Experts to foster innovation and help advance the Department's mission. These subject matter experts are a temporary infusion of talent who provide non-permanent support for endeavors to introduce an enduring capability. Reference (a) outlined guidance for implementation of the Expert program covered under Line Item 11 of the DAWDF. This policy's intent is to further define program guidance for the execution of the Expert hiring program based on DAWDF experiences to date.

DAWDF experts are defined by the Department of the Navy as subject matter experts at the GS-14 or 15 (or equivalent) level of pay who meet a command's immediate or urgent need. An urgent need is defined as a new program, system or responsibility requiring expert knowledge or skills that are not available within the Command. The Expert position must be a new billet; DAWDF funding cannot be applied to an already existing billet.

Experts will be restricted to a three-year funding timeframe and existing enrollees will not be grandfathered. DAWDF funding will cover the fully burdened salary only. All requests for Expert funding must be submitted for approval to the DACM with Attachment (1) completed along with a current resume.

My point of contact is Ms. Rene Thomas-Rizzo. She can be reached at (703) 614-0522 or by email at rene.thomas-rizzo@navy.mil.

James E. Thomsen
Principal Civilian Deputy

Attachment(s):
As stated

SUBJECT: Defense Acquisition Workforce Development Fund (DAWDF) Expert Program Hiring Policy

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EXPERT JUSTIFICATION FORM

Name _____

Job Series/Grade _____

SYSCOM _____

Fully Burdened Salary:

Base Pay (BP) _____

Local Market Supplement (LMS) _____

Fringe Percentage Rate (Leave, Holidays, Awards, Benefits) (Avg 20% of LMS+BP)

_____

Total Burdened Rate _____

Acquisition Career Field/Level _____

Start Date _____

Emerging Program/System/Responsibility _____

_____

Personnel Non-availability Statement _____

_____

_____

_____

DoN Capability Achieved _____

_____

_____

EXPERT JUSTIFICATION FORM (Continued)

SYSCOM Approval:

Printed Name/Title | Signature/Date

DACM: Approve Disapprove

Printed Name/Title | Signature/Date