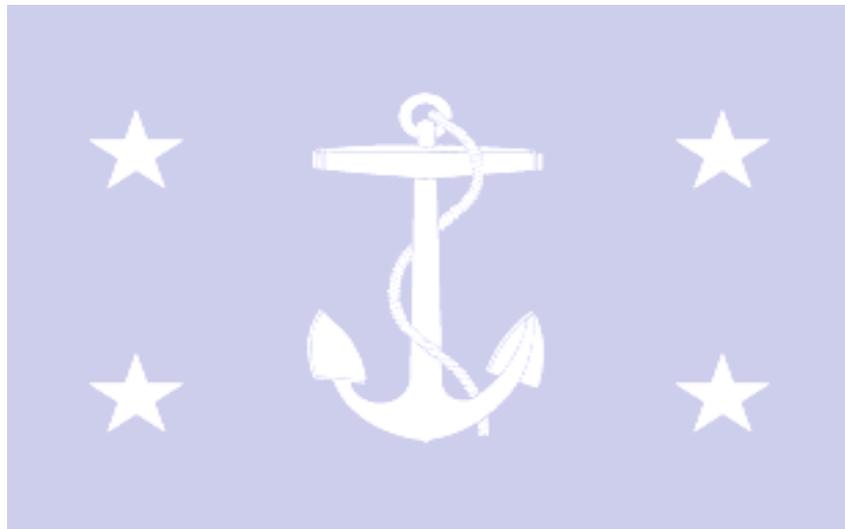


**ASSISTANT SECRETARY OF THE NAVY
(RESEARCH, DEVELOPMENT AND
ACQUISITION)**

**Department of the Navy
Defense Acquisition Workforce Improvement
Act (DAWIA) Operating Guide**



**Director, Acquisition Career Management
November 24, 2009**

Foreword

The Department of the Navy Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide is issued under the authority of DOD Instruction 5000.66, “Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” dated December 21, 2005 and SECNAVINST 5430.7N, “Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy,” dated June 9, 2005. This Guide specifies the process for acquisition workforce management within the Department of the Navy. This Guide is effective immediately and is applicable to the Offices of the Secretary of the Navy, the Chief of Naval Operations (CNO), the Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, commands, ships, and stations.

This Guide complements DOD Directive 5000.52, “Defense AT&L Workforce Education, Training, and Career Development Program,” dated January 12, 2005; DOD Instruction 5000.66, “Operation of the Defense AT&L Workforce Education, Training and Career Development Program,” dated December 21, 2005; and the DOD Operating Guide, “DOD – A Desk Guide for Acquisition, Technology, and Logistics Career Management,” dated January 10, 2006.

For newcomers to the DON AT&L Workforce, a quick reference guide follows (pages ii and iii).

This Guide may be accessed through the Department of the Navy, Director of Acquisition Career Management website at <http://acquisition.navy.mil>.



Rene' Thomas-Rizzo
Director, Acquisition Career Management

Quick Reference Guide for Persons New to the Acquisition Workforce

Welcome to the Acquisition Workforce! The following provides some basic information to help you become acquainted with Defense Acquisition Workforce Improvement Act (DAWIA) requirements that affect you and your future acquisition career goals.

Your Responsibilities. As a member of the Acquisition Workforce, i.e., an employee assigned to a designated Acquisition Position, you are responsible for meeting the DAWIA requirements of your position and maintaining currency in your career field. Your supervisor is responsible for creating an environment that provides opportunities for you to develop and reach your full potential. This includes playing an active role in assisting and advising you on career development decisions, ensuring your education and training needs are included in your Individual Development Plan, providing for adequate time to pursue career development activities, and encouraging cross-functional training and assignments. Basic steps for managing your acquisition career are covered below.

Know Your Career Field and Certification Level. For civilians, the acquisition career field and certification level should be on the cover sheet of your Position Description (PD) and coded in the Defense Civilian Personnel Data System (DCPDS). Your supervisor is responsible for ensuring your PD is properly designated and coded in DCPDS. Your organization's human resources office is responsible for the actual DCPDS coding. If you are Navy or Marine Corps military, your position career field and certification level are coded in your manpower/personnel data system. Refer to Chapter 5 AT&L Position Designation for details.

Review Your Certification Requirements. The acquisition career field and level identified for your position form the basis for determining your certification requirements (education, training, and experience). These requirements must be met within 24 months of assignment or a waiver extending that timeframe must be granted to remain in the position. Certification requirements can be found in the Defense Acquisition University (DAU) iCatalog at <http://icatalog.dau.mil>. Review these requirements with your supervisor to determine what education, training, and experience you need. Refer to Chapter 6 Certification for details.

Develop an Individual Development Plan (IDP). You are required to have an approved IDP. The IDP is a planning tool that allows you and your supervisor to identify and track your career objectives. As a minimum, any education, training or special experience that you need to meet the certification requirements of your position should be identified in the IDP. The DON Acquisition Workforce Tuition Assistance Program (AWTAP) can assist you in meeting education requirements provided you meet the eligibility criteria. To learn more about AWTAP, visit the DON eDACM website at <https://www.atrs.army.mil/channels/navyedacm/>, click on Register Now, and scroll down to AWTAP. It is your responsibility to ensure that your IDP is kept up to date. Any changes should be coordinated with and approved by your supervisor. Refer to Chapter 18 IDP and Performance Appraisals and Chapter 17 AWTAP for details.

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Apply for DAU Training. To apply for DAU training, log onto the DON eDACM website at <https://www.atrrs.army.mil/channels/navyedacm/>, click on Register Now, and scroll down to DAU Training. Alternative methods for meeting DAU training are through completing DAU-certified equivalent courses, taking approved college courses, or using the course “fulfillment” process. You can find out more about these alternatives on the eDACM website. Refer to Chapter 14 Training for details.

Apply for Certification. Once you have met training, education, and experience requirements, you may log onto eDACM at <http://www.atrrs.army.mil/channels/navyedacm/>, click on Register Now, and scroll down to Career Field Certification to apply. Two levels (max three levels) of review are required to grant certifications. In the two-level process, the first level is the reviewing official and the second is the approving official. You will receive an on-line certificate when your application has been approved. Once you’ve achieved the certification required for your position, you are encouraged to pursue higher level certifications in your career field as well as certifications in other career fields. Refer to Chapter 6 Certification for details.

Meet Continuous Learning (CL) Requirements. You are required to obtain 80 CL points every two years. This is to ensure that you maintain currency in acquisition and are enhancing your leadership and management skills. Completion of certification training counts toward your CL points. The start date of the first bi-annual CL period is the date you were assigned to the position. The CL period ends when you meet the 80-point threshold. A new bi-annual period begins the following day. Log onto eDACM at <http://www.atrrs.army.mil/channels/navyedacm/>, click on Register Now, and scroll down to CL to request and track your CL points and apply for CL events. Refer to Chapter 16 Continuous Learning Requirements for details.

Become a Member of the Acquisition Corps. If you are a civilian, you may apply for Acquisition Corps membership when you are assigned to a Level III Acquisition Position and meet specific education, training and experience requirements. Military may apply for Acquisition Corps membership at the 04 grade level or above. Why become a member? If your career goals include acquisition management and leadership, Corps membership is important to you because it is needed at the time of assignment to these types of positions (called Critical Acquisition Positions). Log onto eDACM at <http://www.atrrs.army.mil/channels/navyedacm/>, click on Register Now, and scroll down to Defense Acquisition Corps for the application process (Navy military apply through an Administrative Board—not eDACM). Refer to Chapter 9 Defense Acquisition Corps for details.

A Final Word on Managing Your Acquisition Career—eDACM. eDACM includes an Employee Dashboard that provides you with a status of your progress toward meeting DAWIA requirements. It also provides you with a DAWIA Transcript that details your career field certifications, continuous learning status, Acquisition Corps membership status, and training completions. If you have questions or need assistance, the eDACM website leads you to your command point of contact and the eDACM Support Team.

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Summary of Major Changes

- **Page ii.** Adds a Quick Reference Guide for Persons New to the Acquisition Workforce.
- **Chapter 1 Introduction.** Adds 1.2 Applicability section and moves program exclusions from 5.5 to 1.2.2. Adds “eDACM” to key terms.
- **Chapter 3 Program Focal Points.** Changes title of Register-Now Support Team to eDACM Support Team.
- **Chapter 4 Responsibilities and Authorities.** Updates DACM roles and responsibilities in 4.7. Updates 4.10.2.2 to add responsibilities for maintaining listings of Command DAWIA key management officials and focal points.
- **Chapter 5 AT&L Position Designation.** Adds guidance for designating positions in the International Acquisition Career Path of the Program Management Career Field.
- **Chapter 14 Training.** Deletes 14.6.6 that provides guidance regarding the requirement for some employees to complete courses in the PM certification curriculum. Adds 14.10.1.1 Expedited Fulfillment Process.
- **Chapter 12 Selection Process for Program Oversight and Major Acquisition Command Positions.** Adds 12.6.2.9 which addresses ACAT I and II PM and DPM experience.
- **Chapter 17 Acquisition Workforce Tuition Assistance Program (AWTAP).** Allows participants of formal DON intern programs and the Contracting Professional Development Program to participate in AWTAP. Allows enlisted personnel in contingency contracting billets to participate in AWTAP.
- **Chapter 19 Naval Acquisition Development Program.** Changes program title from Naval Acquisition Intern Program to Naval Acquisition Development Program. Changes 19.2 to update NAIP and NAAP Career Fields.
- **Chapter 20 DON Contracting Professional Developmental Program (CPDP).** New.
- **Appendix E AT&L Position Categories.** Restructures the Business, Cost Estimating and Financial Management Career Field into two career fields. Adds International Acquisition as a career path in the Program Management Career Field.
- **Appendix O Typical Civilian Occupational Series/Position Category Guide.** Changes title and updates appendix.

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Chapter 1 Introduction

1.1 Welcome

This Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide provides guidance for:

- 1.1.1 Department of the Navy (DON) Acquisition, Technology, and Logistics (AT&L) Workforce members, i.e., people assigned to designated AT&L positions.
- 1.1.2 Individuals who would like to compete for AT&L positions.
- 1.1.3 Managers and supervisors.
- 1.1.4 Administrators of AT&L Workforce career management programs such as recruitment, selection, career development, retention, or strategic planning.

1.2 Applicability

- 1.2.1 The provisions of this Guide apply to DON Active Duty and Selected Reserve military, and DON civilian employees. Exceptions are identified below.
- 1.2.2 The provisions of this Guide do not apply to persons assigned to:
 - 1.2.2.1 Wage Grade positions.
 - 1.2.2.2 Non-appropriated funded positions.
 - 1.2.2.3 Foreign National positions.
 - 1.2.2.4 Clerical positions.
 - 1.2.2.5 Civilian positions in the 1106 occupational series and comparable military.
 - 1.2.2.6 Executive Level positions (EX schedule presidential appointees—not to be confused with the Senior Executive Service positions).
 - 1.2.2.7 Non-managerial positions that are primarily involved in basic research and applied research/exploratory development programs, e.g., bench scientists at Navy laboratories.
 - 1.2.2.8 Civilian Student Trainee positions, i.e., positions in occupational series ending in “99.”
 - 1.2.2.9 Enlisted positions below the grade of E-6 if designated in a Position Category other than Contracting.
 - 1.2.2.10 Enlisted positions below the grade of E-4 if designated in Contracting.

1.3 References

- 1.3.1 Defense Acquisition Workforce Improvement Act (DAWIA), United States Code (USC), Title 10, Chapter 87.
- 1.3.2 DOD Directive 5000.52, “Defense AT&L Workforce Education, Training, and Career Development Program” dated January 12, 2005.
- 1.3.3 DOD Instruction 5000.66, “Operation of the Defense AT&L Workforce Education, Training and Career Development Program” dated December 21, 2005.
- 1.3.4 DOD Operating Guide, “DOD – A Desk Guide for Acquisition, Technology, and Logistics Career Management” dated January 10, 2006
- 1.3.5 SECNAV Instruction 5200.35E, “Department of the Navy (DON) Managers’ Internal Control (MIC) Program” dated November 8, 2006
- 1.3.6 Defense Federal Acquisition Regulation, Subpart 201.6 “Contracting Authority and Responsibilities” dated December 1, 2006.
- 1.3.7 SECNAV Instruction 5300.38, “Department of the Navy Acquisition, Logistics and Technology Workforce Management, Oversight, and Stewardship” dated July 22, 2009

1.4 Cancellations

- 1.4.1 DON Defense Acquisition Workforce Improvement Act (DAWIA) Operating Guide, dated February 19, 2008.

1.5 Key Terms Used in This Guide

- 1.5.1 AT&L; Acquisition, Technology, and Logistics; and Acquisition are used interchangeably to describe the workforce covered by this guide.
- 1.5.2 Active Component refers to Active Duty military. Reserve Component refers to Selected Reserve military. Unless otherwise stated, this guidance applies to both.
- 1.5.3 DOD Components are the combined military components (Army, Navy, Marine Corps, and Air Force) and other DOD agencies and organizations.
- 1.5.4 AT&L Workforce refers to the civilian and military personnel assigned to designated AT&L positions.
- 1.5.5 eDACM refers to the DON DACM website for acquisition career management. It includes both the DON DACM Management Information System and the DON DACM Register-Now system.
- 1.5.6 For additional terms used in this Operating Guide, see [Appendix A Glossary of Terms](#).
- 1.5.7 For acronyms used in this Operating Guide, see [Appendix B Acronyms](#).

1.6 Implementation

- 1.6.1 DON organizations with AT&L Workforce members must implement this Operating Guide within 120 days of the publication date.
- 1.6.2 This Operating Guide is published under the authority of
 - 1.6.2.1 DOD Instruction 5000.66, “Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program,” dated December 21, 2005
 - 1.6.2.2 SECNAVINST 5430.7P, “Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy,” dated June 26, 2008.

Chapter 2 Background

2.1 Defense Acquisition Workforce Improvement Act (DAWIA) History

The AT&L Workforce Education, Training, and Career Development Program implements DAWIA (United States Code 10, Chapter 87). The program enhances the professional knowledge and capabilities of DOD personnel involved in development, acquisition, and sustainment of warfighting capabilities, systems, and services. It supports the DOD Components by uniformly establishing the structure, policies, and procedures to enable the AT&L Workforce to achieve and maintain the competencies required to serve successfully in AT&L positions.

The AT&L Workforce Education, Training, and Career Development Program operates under a philosophy of centralized DOD policies and guidance, and decentralized execution by the DOD Components.

Chapter 3 Program Focal Points

3.1 Overview

This section provides DON DAWIA AT&L Workforce Career Management focal points. Questions regarding DON policy, operations, and AT&L career management should be directed to command focal points.

3.2 Command Focal Points

Commands with AT&L Workforce members designate focal points for DAWIA program execution. Contact information for Echelon I and II command focal points can be found on the DON DACM website at http://acquisition.navy.mil/career_management.

Echelon III and IV commands should work through their Echelon II focal points to address DAWIA policy issues and questions. AT&L Workforce members should seek assistance within their command before contacting other sources.

3.3 eDACM Support Team

The eDACM Support Team provides assistance with eDACM system issues. eDACM includes Register-Now and DACM Management Information Systems. Contact information for the eDACM Support Team can be found on the DON DACM website at https://acquisition.navy.mil/rda/home/career_management/contact_us.

Chapter 4 Responsibilities and Authorities

4.1 DOD AT&L Workforce Senior Steering Board (SSB)

The SSB, chaired by the USD(AT&L), oversees the execution of the AT&L Workforce Education, Training, and Career Development Program. The SSB ensures uniform program execution across DOD. Membership includes:

- 4.1.1 Component Acquisition Executives (CAEs) of the Military Departments.
- 4.1.2 Representatives designated by the CAEs outside the Military Departments.
- 4.1.3 Functional Advisors (FAs).
- 4.1.4 President, Defense Acquisition University (DAU) serves as the SSB Executive Secretary.
- 4.1.5 Others as the USD(AT&L) considers appropriate, such as:
 - 4.1.5.1 Deputy Under Secretary of Defense for Civilian Personnel Policy.
 - 4.1.5.2 Deputy Under Secretary of Defense for Military Personnel Policy.
 - 4.1.5.3 Defense Acquisition Board Advisors not otherwise represented.
 - 4.1.5.4 Comptroller.

4.2 DOD AT&L Workforce Management Group (WMG)

The WMG, chaired by the President of DAU, provides advice and recommendations to the SSB, guides and supports program initiatives and policies, and develops performance measures. Membership includes the DACMs, FA representatives, and DAU representatives.

4.3 DOD Functional Advisors (FAs)

USD(AT&L) appoints FAs to serve as senior subject-matter experts for their acquisition functional areas. FAs establish position category descriptions; education, training, and experience requirements; career field competency standards; certification standards; and course content requirements.

4.4 DOD Functional Integrated Product Teams (FIPTs)

Each FA charts a FIPT to provide advice and support, and appoints a representative to serve as the chair. FIPT membership includes Component, DAU, and other representatives as needed.

4.5 Naval Acquisition Competency Council (ACC)

The Naval Acquisition Competency Council is a cross-competency group that provides oversight for:

- 4.5.1 Department of the Navy Acquisition Enterprise competencies and capabilities.

- 4.5.2 Acquisition workforce strategic planning and policy.
- 4.5.3 Policy, procedures, and resources, to ensure that they are sufficient to develop and maintain a pool of entry-level, journeyman and senior-level personnel, to meet acquisition and technology program requirements.
- 4.5.4 Activities and capabilities contracted through the University Advanced Research Center (UARCs).
- 4.5.5 Acquisition and technical community advocacy.
- 4.5.6 Acquisition professional development through DAWIA and other force development programs.

4.6 Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RDA)) and the Principal Civilian Deputy

The ASN(RDA) serves as the responsible and accountable authority for the Department of the Navy's acquisition workforce management, oversight, and stewardship as detailed in SECNAVINST 5300.38. The ASN(RDA) is responsible for the AT&L Workforce Education, Training, and Career Development Program within DON. He provides broad executive oversight for the DON AT&L Workforce Career Management Program, ensuring that it meets the overarching needs of the Navy/Marine Corps team, and serves as the senior DON representative on AT&L Workforce matters. The ASN(RDA) retains the authority to:

- 4.6.1 Designate Key Leadership Positions (KLPs) and set KLP tenure requirements.
- 4.6.2 Approve designation of Major Program Manager equivalent positions (see OPNAVINST 1211.8C dated March 4, 2007).
- 4.6.3 Approve selections for PEO, DRPM, and ACAT I and II PM positions.
- 4.6.4 Approve waivers in accordance with [Appendix D Waiver Requirements](#).
- 4.6.5 Serve as the Chair of the Acquisition Competency Council (ACC), which provides oversight for DON Acquisition Enterprise competencies and capabilities.

4.7 DON Director, Acquisition Career Management (DACM)

The DON DACM is the focal point in the Department of the Navy for the management, development, and sustainment of the AT&L Workforce and provides policy guidance on matters associated with DAWIA implementation. The DACM:

- 4.7.1 Serves as the direct advisor to the ASN(RDA) on all matters pertaining to education, training, and career development.
- 4.7.2 Is the advocate for DON AT&L Workforce interfacing with the Office of the Secretary of Defense.
- 4.7.3 Oversees the execution of the Naval Acquisition Development Program.

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- 4.7.4 Develops strategies and policies to ensure AT&L Workforce requirements are aligned with planned acquisition workload, documented in a common staffing framework, and communicated in the Program Objective Memorandum and the Planning, Programming, Budgeting and Execution processes.
- 4.7.5 In coordination with community leaders, implements acquisition community management stewardship processes; establishes and participates on DON and DOD forums, e.g., boards and working groups; and designates senior level representatives to advise on matters that affect the education, training, career development, and overall management of the AT&L Workforce.
- 4.7.6 Manages DON acquisition in-sourcing and the DON portion of the Defense Acquisition Workforce Development Fund.
- 4.7.7 Oversees Critical Acquisition Position/Key Leadership positions. Collaborates with DOD and other Services to implement statutory requirements, serves in an advisory role at ACAT I and II Program Manager slating panels, and advises the ASN(RDA) on sufficiency of ACAT I and II Program Manager assignment packages.
- 4.7.8 Manages acquisition career development programs and opportunities, including Certification, Continuous Learning, Acquisition Workforce Tuition Assistance, Naval Acquisition Development Program, and the Industrial College of the Armed Forces.
- 4.7.9 Oversees eDACM (Register-Now and the DACM Management Information System) to support workforce management, performance measures, and reporting requirements. Maintains an integrated list of DON DAWIA key management officials and command focal points.
- 4.7.10 Grants career field certification to Flag Officers, General Officers, and Senior Executive Service (SES) members.
- 4.7.11 Grants Acquisition Corps membership to Flag Officers, General Officers, and SES members.
- 4.7.12 Approves waivers in accordance with [Appendix D Waiver Requirements](#).

4.8 Naval Acquisition Career Center (NACC)

Executes elements of the DON AT&L Workforce Career Management Program under the direction of the DACM, including:

- 4.8.1 DON DAU training program.
- 4.8.2 DON Continuous Learning Program.
- 4.8.3 DON centrally funded acquisition training.
- 4.8.4 Acquisition Workforce Tuition Assistance Program.
- 4.8.5 Naval Acquisition Development Program.

- 4.8.6 eDACM systems to support workforce management, performance measures, and reporting requirements.

4.9 DON Community Leaders

DON Community Leaders, appointed by the Office of Civilian Human Resources, serve as senior subject-matter experts for their communities. When the community includes AT&L Workforce members, the Community Leader, in coordination with the DACM, must establish an appropriate forum such as a working group or board, led by an SES or Flag/General Officer, to perform the following:

- 4.9.1 Advise the DACM on matters that affect the education, training, and career development of the AT&L Workforce in the following communities:
 - 4.9.1.1 Business-Cost Estimating and Business-Financial Management.
 - 4.9.1.2 Contracting and Purchasing.
 - 4.9.1.3 Facilities Engineering.
 - 4.9.1.4 Industrial/Contract Property Management.
 - 4.9.1.5 Information Technology.
 - 4.9.1.6 Life Cycle Logistics.
 - 4.9.1.7 Production, Quality and Manufacturing.
 - 4.9.1.8 Program Management.
 - 4.9.1.9 Systems and Engineering.
 - 4.9.1.10 Test and Evaluation.
- 4.9.2 Represent the DON on DOD Functional Integrated Product Teams.
- 4.9.3 Ensure that DAWIA certification training, education, and experience standards meet the needs of the DON AT&L Workforce.
- 4.9.4 Establish and maintain career development paths, including Master Development Plans, for their communities.
- 4.9.5 Identify career development needs for their assigned AT&L communities.

4.10 Heads of Echelon I and II Organizations

- 4.10.1 Heads of Echelon I and II organizations with AT&L Workforce members must implement a management structure to oversee and execute the DAWIA program. [Appendix C DAWIA Management Structure for Commands](#) provides guidance.
- 4.10.2 Heads of Echelon I and II organizations with AT&L Workforce members shall:
 - 4.10.2.1 Designate an organization to integrate DAWIA program activities and ensure consistent program execution.

- 4.10.2.2 Appoint a DAWIA Program Executive, DAWIA Program Director, DAWIA Program Manager(s), and DAWIA representatives within their headquarters and field activities to oversee and manage program operations. Maintains and provides to the DACM a list of Command key management officials and command focal points.
- 4.10.2.3 Incorporate the AT&L Workforce as an assessable unit of the echelon Managers' Internal Control Program (see SECNAV Instruction 5200.35E, Department of the Navy (DON) Managers' Internal Control Program).
- 4.10.2.4 Designate military and civilian AT&L positions and assign individuals to those positions in accordance with the provisions of this Operating Guide.
- 4.10.2.5 Validate AT&L position designations annually and prior to recruitment, during reorganizations, or when the duties and responsibilities of the position change.
- 4.10.2.6 Include position validation as an assessable unit and statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance.
- 4.10.2.7 Certify civilian AT&L Workforce members and Navy military, except for Flag Officers and SES.
- 4.10.2.8 Grant Acquisition Corps membership to civilians, except for SES.
- 4.10.2.9 Request or grant and manage position waivers as provided in [Appendix D Waiver Requirements](#).
- 4.10.2.10 Review Critical Acquisition Positions (CAPs), on a case-by-case basis, for possible rotation after an individual has completed five years in the position.
- 4.10.2.11 Nominate Major Program Manager billets to the ASN(RDA) via the DACM. OPNAVINST 1211.8C provides a standard method for identifying these billets.

4.11 Commandant of the Marine Corps (CMC)

In addition to authorities identified in 4.10 above, approves career field certifications and Acquisition Corps memberships for Marine Corps military, except for General Officers. This authority may be further delegated.

4.12 DON Senior Contracting Officials (SCOs)

DON SCOs for each contracting activity, including the Naval Field Contracting System, as defined by the Defense FAR Supplement (DFARS), Subpart 202.1, are delegated waiver authority as identified in [Appendix D Waiver Requirements](#). This authority may not be further delegated.

**4.13 Navy Personnel Command, Professional Acquisition Workforce
Management Branch (PERS-447)**

- 4.13.1 Serves as the focal point for Active Component Navy Officers, through the O-6 rank, for acquisition career management issues.
- 4.13.3 Provides acquisition career counseling for Active Component Navy Officers.
- 4.13.4 Oversees Acquisition Corps Selection/Acquisition Corps Eligible Board matters for both the Active and Reserve Components.
- 4.13.4 Oversees Active Component Navy Officer certifications to ensure accuracy and to ensure Navy-wide consistency in crediting experience.
- 4.13.5 Ensures statutory and regulatory acquisition requirements are met for Active Component Navy Officers.
- 4.13.6 Endorses and processes position and tenure waivers for Active Component Navy Officers.
- 4.12.7 Enters certifications and Acquisition Corps memberships into official personnel systems for Active Component Navy Officers.

Chapter 5 AT&L Position Designation

5.1 Overview

The designation and coding of AT&L positions form the framework for the AT&L Workforce Education, Training and Career Development Program. Identification of AT&L positions in manpower and personnel systems ensures that the incumbents receive the education, training, and experience needed for acquisition certification and Acquisition Corps membership and that they remain competitive for selection to positions of increased responsibility. A summary of AT&L position requirements is provided in [Appendix I AT&L Position Requirements](#).

5.2 AT&L Position Locations

- 5.2.1 Typically, DON AT&L positions are located within organizations that have a major acquisition mission such as Systems Commands and Acquisition Program Offices. They may also be located in other organizations that have significant acquisition functions.
- 5.2.2 DON AT&L positions may be found in management headquarters, management support organizations and other organizations that are tied directly to acquisition and life cycle management processes.
- 5.2.3 Military AT&L positions may also be found in Joint and other DOD organizations.

5.3 Positions Required to be AT&L Designated

At a minimum, the following positions must be designated as AT&L positions regardless of location (exceptions are identified in 1.2.2):

- 5.3.1 Senior positions with direct influence on the success of Defense acquisition programs governed by DODD 5000.1 and/or DODI 5000.2.
- 5.3.3 Civilian occupational series 1102, 1103, and 1105 positions.
- 5.3.4 Positions that require the incumbent to hold a warrant above the Simplified Acquisition Threshold.

5.4 Position Category Designation Guidance

- 5.4.1 The following acquisition positions must be designated in the Program Management Position Category: Program Executive Officer (PEO), Deputy PEO (DPEO), Executive Director PEO (ED PEO), Direct Reporting Program Manager (DRPM), Deputy DRPM, and ACAT I/IA/II PM and ACAT I/IA/II DPM.

- 5.4.2 The S&T Manager Position Category is used for management positions typically located in the Office of Naval Research and the Navy laboratories.
- 5.4.3 The SPRDE-PSE position category can only be designated according to the following guidelines:
- 5.4.3.1 All Key Leadership Positions (KLPs) designated as Chief Systems Engineer, Technical Director, or Program Lead Systems Engineer shall be designated SPRDE-PSE Level III.
- 5.4.3.2 All active component Naval Officers at O-6 and above and NSPS high-end pay-band III (or GS-15 equivalent) and above positions with the following duties shall be designated SPRDE-PSE Level III:
- Senior management responsibilities for systems-of-systems engineering management across the full life cycle, and
 - Application of most or all of the DoD Systems Engineering technical and management processes integrating multiple domains at a systems-of-systems level.
 - Other positions with competency/functional leadership responsibilities for system-of-systems engineering.
- 5.4.3.3 Typical position titles are Technical Director, Chief Engineer, Lead Systems Engineer, Systems Engineering IPT Lead, and Assistant PEO/PM for Systems Engineering.
- 5.4.3.4 All SPRDE-PSE positions must be designated as Level III.
- 5.4.4 To be designated in a Position Category that has a mandatory education requirement for certification, the position must require the degree identified for the position category.
- 5.4.5 The following DoD Position Categories may not be used: Auditing; Program Management Oversight; and Education, Training and Career Development.
- 5.4.6 The International Acquisition (IA) career path in the Program Management (PM) Career Field may be considered for positions coded as PM Level III. Since IA is a career path, not a career field, there are no IA certification requirements and persons cannot be certified in IA. However, the IA courses (including any prerequisites), identified in the DAU iCatalog at <http://icatalog.dau.mil> as Unique Position Training Standards for IA are mandatory and must be met for individuals assigned to PM-IA positions. IA training requirements are in addition to PM Level III certification requirements. [Jean's note: this is new and was just added to this draft.]

5.5 Process for Designating Acquisition Positions

The following process should be used to designate AT&L positions:

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- 5.5.1 Include all positions and guidance identified in paragraph 5.3 and 5.4.
- 5.5.2 Determine if remaining positions fall within the acquisition definition.
 - 5.5.2.1 Acquisition is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy DOD needs, intended for use in, or in support of, military missions.
 - 5.5.2.2 As a general rule, with the exception of positions identified in paragraph 5.3 above which must always be designated, at least 50% or more of the duties and responsibilities of the position must fall within the acquisition definition.
 - 5.5.2.2 If the position under review meets the 50% general rule, move on to paragraph 5.5.4. If not, the position should not be AT&L designated.
- 5.5.3 Assess duties and determine the AT&L Position Category.
 - 5.5.3.1 Each AT&L position must be assigned to one of the AT&L Position Categories identified in [Appendix E AT&L Position Categories](#).
 - 5.5.3.2 For Civilian positions, the Position Category/Occupational Series Guide at [Appendix O Civilian Occupational Series / AT&L Position Category Guide](#) maps occupational series to one or more AT&L Position Categories. Using Appendix O, select the Position Category that maps to the position's series and that best matches the duties of the position as defined in the Position Category Descriptions (PCDs). PCDs can be found on the Defense Acquisition University website at <http://www.dau.mil/>. Notify the DACM when designating positions that do not conform to Appendix O. Notifications should be sent via email to the DACM Desk at dacm.desk.fct@navy.mil.
 - 5.5.3.3 For military positions, select the Position Category that best matches the duties of the position. If the position is not a substantial match to any of the PCDs, it should not be designated as an AT&L position.
- 5.5.4 Determine if the AT&L Position is a CAP. CAPs are addressed in [Chapter 7 Critical Acquisition Positions \(Non-Key Leadership Positions\)](#).
- 5.5.5 Determine if the CAP is a Key Leadership Position (KLP). KLPs are addressed in [Chapter 8 Key Leadership Positions](#).
- 5.5.6 Determine AT&L Career Field Certification Requirement.
 - 5.5.6.1 Each AT&L position must be assigned a certification level (I, II, or III) based on the duties, responsibilities, and authorities assigned to the incumbent of the position.

- 5.5.6.2 Position certification level requirements are addressed in [Chapter 6 Certification](#) and [Appendix F Required Certification Levels](#).
- 5.5.7 Determine if the AT&L Position has Special Statutory Requirements. Statutory Requirements are addressed in [Appendix H Special Statutory Requirements](#).
- 5.5.8 Officially designate the AT&L position in the appropriate data system.
 - 5.5.8.1 For all except Navy Enlisted positions, the human resources/manpower offices code AT&L position information into appropriate data/manpower systems.
 - 5.5.8.2 For Navy Enlisted personnel positions, requesting officials should send an encrypted email with the following information to the DACM Desk at dacm.desk.fct@navy.mil.
 - Organization.
 - Location.
 - UIC (Unit Identification Code).
 - Billet Sequence Code.
 - Position Category and Level.
 - Summary of acquisition duties.
 - Name/rank of incumbent and date assigned to the billet.

5.6 Position Review and Validation

- 5.6.1 AT&L position designations shall be reviewed and validated annually, prior to recruitment, during reorganizations, and when the duties and responsibilities of the positions change.
- 5.6.2 Position validation should be included as an assessable unit and statement of assurance in management control plans. Position reviews must be documented in the annual statement of assurance.

Chapter 6 Certification

6.1 Overview

All personnel in AT&L positions have a certification requirement. The certification requirement is determined by the position category and certification level assigned to the acquisition position based on the AT&L Workforce member's duties, responsibilities, and authorities. Individuals may also obtain certification in career fields other than that required by their position. This chapter provides guidance on certification requirements and the process for obtaining certification.

6.2 Certification Standards

DOD publishes the certification standards annually in the on-line [DAU iCatalog](http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx) at <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx>. These standards identify education, training, and experience requirements for three levels of certification. The DAU Core Plus standards include both "Core" certification requirements for AT&L positions and "Plus" developmental education, training and experience beyond that required for certification.

6.3 Certification Levels

See [Appendix F Required Certification Levels](#) for additional information.

- 6.3.1 Level I (Basic or Entry Level).
- 6.3.2 Level II (Intermediate Level).
- 6.3.3 Level III (Advanced Level).

6.4 Education

- 6.4.1 Some career fields require a degree.
- 6.4.2 Some career fields require 24 semester hours in business-related disciplines.
- 6.4.3 [Chapter 13 Education](#) provides guidance on meeting education requirements.

6.5 Training

- 6.5.1 All career fields have mandatory DAU training requirements.
- 6.5.2 Credit for completing a DAU course can be obtained by:
 - 6.5.2.1 Completing the DAU course (classroom or web-based distance learning).
 - 6.5.2.2 Completing a DAU-approved equivalent course.
 - 6.5.2.3 Fulfilling a DAU course.
- 6.5.3 DAU course prerequisites must be met.

- 6.5.4 Register for DAU training using [eDACM](#) at <https://www.atrs.army.mil/channels/navyedacm/Login/Login.aspx>
- 6.5.5 [Chapter 14 Training](#) provides guidance on meeting training requirements.

6.6 Experience

- 6.6.1 All career fields have mandatory experience requirements.
- 6.6.2 General acquisition experience includes experience in any acquisition career field. Specialized experience includes experience in specifically identified career fields.
- 6.6.3 Experience can be gained in any position as long as it includes acquisition duties and responsibilities as defined in the Position Category Descriptions (PCDs). PCDs can be found on the DAU website at <http://www.dau.mil/workforce/pcds.asp>.
- 6.6.4 [Chapter 15 Experience](#) provides additional guidance on meeting experience requirements, including the process for approving an individual's experience for certification.

6.7 Primary Career Field Certification Requirement

- 6.7.1 The position requirements and certification level associated with the position encumbered by the workforce member determine the member's "Primary Career Field certification requirement." [Appendix F Required Certification Levels](#) provides guidance on required certification levels.
- 6.7.2 Once an acquisition workforce member is certified, he or she remains certified even if the certification requirements change.
- 6.7.3 Primary Certification Timeframe:
 - 6.7.3.1 Individuals assigned to Key Leadership Positions (KLPs) (see [Chapter 8 Key Leadership Positions](#)) must meet certification requirements when assigned.
 - 6.7.3.2 Except for workforce members who are assigned to KLPs, the AT&L Workforce member must meet the certification requirements within 24 months of assignment.
 - 6.7.3.3 Changes to certification standards do not start a new 24-month period.
 - 6.7.3.4 Changes to a position's certification requirement, i.e., a change to the position category or level, start a new 24-month period.
- 6.7.4 In addition to the above, Reserve Component Officers:
 - 6.7.4.1 Should meet the education and experience requirements of their AT&L positions prior to assignment.

- 6.7.4.2 May accrue credit towards certification experience only on individual Reserve assignments of 120 days or longer.
- 6.7.4.3 May accrue credit towards certification experience accrued in public/private sector positions when the duties and responsibilities match the career field (i.e., the Position Category Description) for which certification is being requested.
- 6.7.5 AT&L Workforce members in positions that require Level II or Level III certification do not have to meet the certification standards for lower levels. However, all course prerequisites must be met.

6.8 Subsidiary Career Field Certification

- 6.8.1 Certification in a career field other than the individual's primary AT&L career field is called a subsidiary career field certification.
- 6.8.2 AT&L Workforce members are encouraged to pursue subsidiary career field certification. The subsidiary career field should build upon competencies in the primary career field and relate to the individual's acquisition assignment.
- 6.8.3 Subsidiary Program Management certification is highly recommended for AT&L Workforce members assigned to Program Executive Offices or Program Offices when the primary career field is Systems Planning, Research, Development, & Engineering; Life Cycle Logistics; or Production, Quality, and Manufacturing.
- 6.8.4 Subsidiary certification begins at Level I regardless of the individual's duties and responsibilities, grade/pay band, or rank.
- 6.8.5 In general, individuals should meet primary certification requirements before pursuing subsidiary certifications.
- 6.8.6 Unlike primary career field certifications, there are no timeframes associated with subsidiary career field certifications.

6.9 Reciprocity

AT&L Career Field Certification is reciprocal among the DOD Components. This means that DON certifications are recognized by other Defense Components.

6.10 Certification Application and Approval Procedures

- 6.10.1 Certification procedures for all personnel except Flag Officers, General Officers, and Senior Executive Service are as follows:
 - 6.10.1.1 Certification can be obtained by individuals assigned to designated AT&L positions and Active Component Military Officers.

- 6.10.1.2 Individuals assigned to designated AT&L positions should apply on line using [eDACM](#) at <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>.
- 6.10.1.3 Active Component Military Officers not currently assigned to designated AT&L positions should apply in writing using the certification checklist in the DAU Catalog at <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx>. Navy Officers apply to PERS 447. Marine Corps Officers apply to the Commanding General, Marine Corps Systems Command. Applications must address all mandatory education, training, and experience requirements for the career field level. More detailed application guidelines are provided on the DON DACM website at http://acquisition.navy.mil/career_management.
- 6.10.1.4 Primary or subsidiary certification requires that the individual's experience be approved in accordance with the guidance provided in [Chapter 15 Experience](#).
- 6.10.1.5 Two levels (maximum three levels) of review are required to grant AT&L Workforce certifications. In a two-level process, the first level is the reviewing official and the second level is the approving official.
- 6.10.2 Procedures for Flag Officers, General Officers, and Senior Executive Service are as follows:
 - 6.10.1 Apply to the DACM using the certification checklist in the DAU Catalog at <http://icatalog.dau.mil/onlinecatalog/CareerLvl.aspx>. Applicants should address all mandatory education, training, and experience requirements for the career field level.
 - 6.10.2 Applications should be sent via email to the DACM Desk at dacm.desk.fct@navy.mil, or mailed to the DACM, ASN(RDA), 1000 Navy Pentagon, Washington, D.C. 20350-1000.

6.11 Waivers

An individual cannot be certified through a waiver. However, if the individual is not certified at the end of the 24-month period, a waiver may be granted to allow that individual to remain in the position for a specific period without being certified. Waivers are addressed in [Chapter 10 Waivers](#) and [Appendix D Waiver Requirements](#).

Chapter 7 Critical Acquisition Positions Other Than Key Leadership Positions

7.1 Overview

CAPs are senior civilian and Active Component AT&L positions with significant responsibility, primarily involving supervisory or management duties, in the acquisition system. The following provides guidance on CAPs that are not KLPs. For specific guidance on KLPs, a subset of CAPs, see [Chapter 8 Key Leadership Positions \(KLPs\)](#). A summary of CAP position requirements is provided in [Appendix I Position Requirements](#).

7.2 CAP Designation

- 7.2.1 The following positions must be designated as CAPs:
 - 7.2.1.1 Active Military Navy and Marine Corps AT&L positions that must be filled by officers in the rank of Commander or Lieutenant Colonel or above. Billets filled by lower ranking officers do not have to be designated as CAPs, regardless of the billet grade.
 - 7.2.1.2 Program Executive Officers (PEOs), Deputy PEOs, and Executive Director PEOs (ED PEOs).
 - 7.2.1.3 Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).
 - 7.2.1.4 Program Managers (PMs), and the Deputy Program Managers (DPM) for Major Defense Acquisition (ACAT I) Programs, Significant Non-Major (ACAT II) Programs, Major Acquisition Information Systems (MAIS) Programs, and other Programs where the PM reports directly to a PEO.
 - 7.2.1.5 Senior Contracting Officials.
 - 7.2.1.6 AT&L personnel in the Senior Executive Service.
 - 7.2.1.7 Acquisition Competency or Functional Leaders and Technical Leaders including Chief Engineers, Lead Systems Engineers, Lead Cost Estimators/Engineers, and Lead Contracting Officers.
- 7.2.2 Echelon I and II organizations may designate other senior positions as CAPs if they have management responsibilities for acquisition programs, efforts, or functions.
- 7.2.3 The organization ensures the CAP designation for AT&L billets is coded into appropriate civilian or military human resources/manpower systems.

7.3 CAP Locations

- 7.3.1 In general, CAPs are located in DON organizations with a significant AT&L mission. These are ASN(RDA), Program Executive and Direct Reporting Program Management Offices, Naval Air Systems Command, Naval Sea Systems Command, Space and Naval Warfare Systems Command, Marine Corps Systems Command, Naval Supply Systems Command, Office of Chief of Naval Research, and Naval Facilities Engineering Command.
- 7.3.2 CAPs can be located at other Naval activities.

7.4 CAP Requirements

- 7.4.1 Upon selection to a CAP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver. Acquisition Corps requirements and membership criteria are described in [Chapter 9 Defense Acquisition Corps](#) and [Appendix G Acquisition Corps Membership Criteria](#).
- 7.4.2 Some CAPs have Special Statutory Requirements (see [Appendix H Special Statutory Requirements for AT&L Positions](#)) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition Corps members may be assigned to the CAP for up to 6 months without a waiver.
- 7.4.3 All CAPs require Level III certification, or the highest level identified for the Position Category, within 24 months of the individual's assignment (see [Chapter 6 Certification](#)).
- 7.4.4 Tenure Obligation (Non-KLP Positions).
 - 7.4.4.1 Civilians and Marine Corps Officers: Persons selected for CAPs (non-KLP) must sign an agreement 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. Form DD 2888, Critical Acquisition Position Service Agreement is used to document the tenure agreement.
 - 7.4.4.2 Navy Officers: The orders to a CAP (non-KLP) include the 3-year tenure requirement.
- 7.4.5 5-Year Rotation Review. All Critical Acquisition Positions (CAPs) should be reviewed on a case-by-case basis for possible rotation after an individual has completed five years in the position. Rotation is encouraged but not required.

7.5 CAP Selection and Assignment Procedures

See [Chapter 11 Selection Process for AT&L Positions](#) and [Chapter 12 Selection Process for Program Oversight and Major Acquisition Command Positions](#).

7.6 CAP Position and Tenure Waivers

- 7.6.1 A Position Requirements or Tenure Waiver form (DD 2905) located at <http://www.dtic.mil/whs/directives/> is required when an individual does not meet CAP requirements or does not complete the tenure requirement, except as stated below:
 - 7.6.1.1 For CAPs (Non-KLPs), a tenure waiver is not required for “acceptable deviations” which include: promotion, reassignment to/from a command/command equivalent position, separation, retirement, removal for cause, reduction-in-force, mobilization, assignment to military theater/zone of operation, elimination of position, or reassignment due to program cancellation, merger, or organizational realignment.
 - 7.6.1.2 Tenure waivers are not required for DPMs reassigned to another CAP position.
- 7.6.2 See [Chapter 10 Waivers](#) and [Appendix D Waiver Requirements](#) for additional waiver information.

Chapter 8 Key Leadership Positions (KLPs)

8.1 Overview

Key Leadership Positions (KLPs) are a subset of Critical Acquisition Positions (CAPs). KLPs include all critical major program positions that require special ASN(RDA) and USD(AT&L) attention with regard to qualifications, accountability, and tenure. KLPs have significant leadership responsibilities and are held by civilians or Active Component military personnel who serve in the most demanding AT&L positions. A summary of KLP position requirements is provided in [Appendix I Position Requirements](#).

8.2 KLP Designation

- 8.2.1 KLPs are designated by the ASN(RDA) and approved by the USD(AT&L).
- 8.2.2 The DACM oversees the KLP designation process and submits a listing of DON KLPs, via the ASN(RDA), to the USD(AT&L) annually.
- 8.2.3 The following positions must be designated as DON KLPs:
 - 8.2.3.1 Program Executive Officers (PEOs), Deputy PEOs, and/or Executive Director PEOs (ED PEOs).
 - 8.2.3.2 Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).
 - 8.2.3.3 Program Managers (PMs), and the Deputy Program Managers (DPM) for Major Defense Acquisition (ACAT I) Programs and Major Acquisition Information Systems (MAIS) where the PM reports directly to a PEO.
 - 8.2.3.4 PMs and DPMs of Significant Non-Major (ACAT II) Programs where the PM reports directly to a PEO.
 - 8.2.3.5 Senior Contracting Officials.
 - 8.2.3.6 Chief Engineer Positions.
 - 8.2.3.7 Lead Systems Engineer positions.
 - 8.2.3.8 Lead Cost Estimator/Engineer positions.
 - 8.2.3.9 Lead Contracting Officer positions.
- 8.2.4 Commands may request KLP designation of additional leadership positions (GS-15 and above or equivalent or Active Component O-6 and above). Candidate positions include duties and responsibilities leading to attainment of competencies commonly found in SES, Flag Officer, or General Officer billets. Generally, the incumbent serves as a mentor to peers and subordinates and has direct responsibility for, and direct influence on, the success of an acquisition program, acquisition system, or major technical area of responsibility. Consider the following for designation as KLPs:

- 8.2.4.1 Selected Flag Officer, General Officer, and Senior Executive Service positions.
- 8.2.4.2 Senior Competency or Functional Leaders assigned or matrixed to an ACAT I or II Program Office (e.g., senior Logistician, senior Systems Engineer, etc.).
- 8.2.4.3 Senior technical leaders assigned to laboratories, warfare centers or research centers.

8.3 KLP Requirements

- 8.3.1 Acquisition Corps Membership. Upon selection to a KLP, the selectee must be a member of the Acquisition Corps, become a member, or obtain a position waiver. Acquisition Corps requirements and membership criteria are described in [Chapter 9 Defense Acquisition Corps](#) and [Appendix G Acquisition Corps Membership Criteria](#).
- 8.3.2 Special Statutory Requirements. Some KLPs have Special Statutory Requirements (see [Appendix H Special Statutory Requirements for AT&L Positions](#)) and individuals must meet all criteria that apply, or obtain a position waiver, upon assignment with the following exception: Acquisition Corps members have a 6-month period in which to meet special Statutory Requirements before a waiver is required.
- 8.3.3 Certification: All KLPs require Level III certification in the career field associated with the KLP upon assignment. See [Chapter 6 Certification](#) for additional information.
- 8.3.4 Tenure Obligation
 - 8.3.4.1 For all KLPs except DRPMs, DDRPMs and ACAT I PMs and DPMs, the tenure is three years.
 - 8.3.4.2 DRPM, DDRPM and ACAT I PM and DPM tenure agreements shall correspond to the major milestone closest to 4 years, unless exceptional circumstances merit a tailored tenure period approved by the ASN(RDA). The tenure period will be identified as part of the assignment approval process.
 - 8.3.4.3 The assigning organization is responsible for ensuring the agreement is executed and for maintaining the agreement. The Critical Acquisition Position Service Agreement Key Leadership Position (KLP) Form (DD 2889) is used to document the KLP tenure agreement.

8.4 KLP Selection and Assignment Procedures

See [Chapter 11 Selection Process for AT&L Positions](#) and [Chapter 12 Selection Process for Program Oversight and Major Acquisition Command Positions](#).

8.5 KLP Position and Tenure Waivers

- 8.5.1 A Position Requirements or Tenure Waiver form (DD 2905) located at <http://www.dtic.mil/whs/directives/> is required when an individual does not meet KLP requirements or does not complete the tenure requirement.
- 8.5.2 See [Chapter 10 Waivers](#) and [Appendix D Waiver Requirements](#) for additional waiver information.

Chapter 9 Defense Acquisition Corps

9.1 Overview

The purpose of the Acquisition Corps is to create a pool of highly qualified AT&L personnel to fill Critical Acquisition Positions (CAPs) and Key Leadership Positions (KLPs).

- 9.1.1 Acquisition Corps Membership, or a position waiver, is required for assignment to CAPs and KLPs.
- 9.1.2 DODD 5000.52 consolidated the separate DOD component acquisition corps into a single Defense Acquisition Corps.
- 9.1.3 As a result of the consolidation, the name of the DON Acquisition Professional Community (APC) changed to Acquisition Corps.
- 9.1.4 All APC members, including those who were waived into the APC, are members of the single Acquisition Corps.
- 9.1.5 New entrants must meet current Acquisition Corps requirements.

9.2 Acquisition Corps Membership Criteria

- 9.2.1 [Appendix G Acquisition Corps Membership Criteria](#) delineates the requirements for Acquisition Corps membership.
- 9.2.2 [Chapter 13 Education](#) provides guidance for meeting and assessing education requirements.
- 9.2.3 [Chapter 14 Training](#) provides guidance for meeting and assessing training requirements.
- 9.2.4 [Chapter 15 Experience](#) provides guidance for meeting and assessing experience requirements.

9.3 Acquisition Corps Application Process

- 9.3.1 Flag/General Officers, and SES: Email applications to the DACM at dacm.desk.fct@navy.mil. Applications must address all Acquisition Corps education, training, and experience requirements identified in [Appendix G Acquisition Corps Membership Criteria](#).
- 9.3.2 Civilians and Marine Corps Military Officers assigned to an AT&L position, except for SES and General Officers: Apply online using [eDACM](#) at <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>.
- 9.3.3 Active and Reserve Component Navy Officers, except for Flag Officers: An administrative board, sponsored by PERS 447 and comprised of Acquisition Corps members, screens and selects Navy Officers who have applied for membership in the Acquisition Corps or as Acquisition Corps Eligible individuals.

- 9.3.3.1 Applicants selected by the Acquisition Corps Selection Board are awarded the “APM” Additional Qualification Designator (AQD) identifying them as Acquisition Corps members. They continue to be assigned through their respective officer communities but are now qualified for assignment to Critical Acquisition Positions.
- 9.3.3.2 Applicants selected as Acquisition Corps Eligible are officers who do not meet one or more Acquisition Corps membership requirements but have significant potential for assignment to future Critical Acquisition Positions. These individuals are not members of the Acquisition Corps; however, when all requirements are met, Acquisition Corps membership will be granted through PERS 447.
- 9.3.3.3 Acquisition Corps Eligible officers are expected to meet any deficient Acquisition Corps membership requirements within three years of selection. If the requirements are not met, the individual will be removed from Acquisition Corps Eligible rolls. One-year extensions may be granted by PERS 447 on a case-by-case basis.
- 9.3.4 Civilians and Marine Corps military, not in AT&L positions, but tentatively selected for CAPs: Apply in writing and address the Acquisition Corps membership requirements identified in [Appendix G Acquisition Corps Membership Criteria](#). Submit completed application to approving official via the chain of command.
 - 9.3.4.1 Civilians: Provide application as directed by Human Resources officials (SES applications must be submitted to the DACM for approval).
 - 9.3.4.2 Marine Corps Officers: Send applications to the DACM via Commanding Officer, Marine Corps Systems Command.
 - 9.3.4.3 Once the individual reports for duty, scan and forward the approved application via email to the eDACM Support Team at dawiacert.help@navy.mil.

9.4 Reciprocity

Acquisition Corps membership in any DOD Component is recognized by all DOD Components.

9.5 Waivers

- 9.5.1 There are no waivers into the Acquisition Corps. Individuals must meet DOD Acquisition Corps requirements to become a member.
- 9.5.2 A waiver must be granted to assign a person who is not an Acquisition Corps member to a Critical Acquisition or Key Leadership Position. This waiver is position-specific and does not carry over to subsequent assignments or to future incumbents of the position. Use the AT&L Position Requirements or Tenure Waiver form (DD 2905) to process waivers.

9.5.3 See [Chapter 10 Waivers](#) for further guidance.

9.6 Promotion Rate for Officers in the Acquisition Corps

The DACM will periodically conduct a promotion parity review to ensure that the qualifications of active duty commissioned officers selected for the Acquisition Corps are such that these officers are being promoted at a rate not less than the rate for equivalent non-acquisition officers of the Navy or Marine Corps.

Chapter 10 Waivers

10.1 Overview

Position requirements may be waived in exceptional circumstances. This chapter provides information and guidance on position and tenure waivers.

10.2 Waiver Approving Authorities

Position Requirements or Tenure Waivers are approved according to guidelines in [Appendix D Waiver Requirements](#).

10.3 Waiver Process

- 10.3.1 Use AT&L Position Requirements or Tenure Waiver form (DD 2905) located at <http://www.dtic.mil/whs/directives/>, to process waivers.
- 10.3.2 Position waivers are processed at the time of the assignment, except under the following conditions:
 - 10.3.2.1 Acquisition Corps members who will meet special statutory requirements of the AT&L position within 6 months may be assigned to that position without a waiver. If the individual does not meet the Special Statutory requirements within 6 months from the date assigned, a waiver is required.
 - 10.3.2.2 AT&L Workforce members have 24 months from the time assigned to a non-KLP AT&L position to meet the certification requirements of that position and become certified. If the individual does not obtain certification within 24 months, a waiver is required.
- 10.3.3 Waivers for CAP/KLP tenure requirements must be approved prior to the person's departure from that CAP/KLP.

Chapter 11 Selection Process for AT&L Positions

11.1 Overview

This chapter provides requirements and procedures for filling AT&L positions other than Program Oversight and Acquisition Command Designated positions (see [Chapter 12 Selection Process For Program Oversight and Major Acquisition Command Positions](#))

11.2 Civilian Recruiting and Selection Procedures

- 11.2.1 The area of consideration is in accordance with local civilian personnel procedures.
- 11.2.2 The vacancy announcement must state that the position is a DAWIA AT&L position, identify the AT&L career field, certification level, any Special Statutory requirements (e.g., for GS-1102s), and Acquisition Corps membership and tenure requirements for CAPs/KLPs.
- 11.2.3 AT&L position requirements associated with the specific position must be considered in the selection process. Because AT&L position requirements may be waived, they do not have to be used as screen-out factors.
- 11.2.4 Acquisition Corps membership for CAPs/KLPs must be met or waived upon assignment.
- 11.2.5 Special Statutory Requirements must be met or waived upon assignment with the following exception: Acquisition Corps members who do not meet the Special Statutory Requirements may be assigned for up to 6 months without a waiver.
- 11.2.6 Certification to the level required by the position must be achieved or waived:
 - 11.2.6.1 Upon assignment to a KLP.
 - 11.2.6.2 Within 24 months of assignment to a non-KLP position.
- 11.2.7 Comparable training and experience from other agencies or private sector entities and comparable certifications from non-DOD sources may be credited towards meeting position requirements as authorized by DOD.
- 11.2.8 Applicants who meet the education, experience, and training requirements for certification and/or Acquisition Corps membership but have not yet achieved certification or Acquisition Corps membership should be evaluated as if they were certified and/or Acquisition Corps members.

11.3 Civilian Temporary Promotions

AT&L workforce members who are temporarily promoted to AT&L positions must meet the Special Statutory and Acquisition Corps (if a CAP/KLP) requirements of those positions, or obtain a waiver, upon assignment. Certification to the level required by the position is required within 24 months of assignment.

11.4 Civilian Details

Employees who are detailed to AT&L positions are not required to meet the AT&L requirements of the position to which detailed. For extended details, e.g., details lasting longer than a year, employees should strive to meet the AT&L requirements of the position.

11.5 Military Assignments

- 11.5.1 Assignment officers/detailers should strive to fill AT&L positions with qualified AT&L Workforce members who meet the requirements of the position.
- 11.5.2 To be assigned to an AT&L position, special statutory requirements must be met or waived during the assignment process (See [Appendix H Special Statutory Requirements for AT&L Positions](#)). Additionally, for CAPs and KLPs, the requirement for Acquisition Corps membership must be met or waived and a tenure agreement must be executed during the assignment process.

Chapter 12 Selection Process For Program Oversight and Major Acquisition Command Positions

12.1 Overview

This chapter provides guidance on assignment of personnel to Program Oversight and Acquisition Command Ashore positions. [Appendix J. Slating and Selection Process](#) provides summary guidance.

12.2 Program Oversight and Major Acquisition Command Positions

- 12.2.1 Program Executive Officers (PEOs), Deputy PEOs (DPEOs) and Executive Director PEOs (ED PEOs).
- 12.2.2 Direct Reporting Program Managers (DRPMs) and Deputy Direct Reporting Program Managers (DDRPMs).
- 12.2.3 Program Managers (PMs) and Deputy Program Managers (DPMs) of Major Defense Acquisition Programs (ACAT I).
- 12.2.4 PMs and DPMs of Major Acquisition Information System (MAIS) Programs (ACAT IA).
- 12.2.5 PMs and DPMs of Significant Non-Major Defense Acquisition Programs (ACAT II).
- 12.2.6 Major (non-ACAT I/II) acquisition Program Manager equivalents approved in accordance with OPNAVINST 1211.8C.
- 12.2.7 Commanding Officers/Commanders of Major Acquisition Shore activities performing significant acquisition missions approved in accordance with OPNAVINST 1211.8C.

12.3 Responsibilities

- 12.3.1 The ASN(RDA) approves selections for:
 - 12.3.1.2 PEO, DRPM, ACAT I and II PM positions. ASN(RDA) must consult with USD(AT&L) on PEO and ACAT ID PM selections.
 - 12.3.2.2 All other positions identified in paragraph 12.2 when a waiver is involved.

12.4 Candidate Identification

Systems Command Commanders, in coordination with supported PEOs and DRPMs, implement procedures to identify or select candidates for all other positions identified in paragraph 12.2 in accordance with the guidance provided in this chapter. Procedures must be coordinated with the DACM prior to implementation.

12.5 General Guidance

Unless otherwise approved by the ASN(RDA), both military and civilian candidates shall be considered for PEO, DRPM, ACAT I and II PM positions. Military and/or civilian candidates may be considered for all other positions identified in paragraph 12.2, unless otherwise precluded by law.

12.6 Candidate Evaluation Criteria

Candidates should be evaluated using the following criteria:

- 12.6.1 DAWIA position requirements are mandatory criteria and candidates are expected to meet requirements upon assignment:
 - 12.6.1.1 Acquisition Corps membership/eligibility for Acquisition Corps membership.
 - 12.6.1.2 Key Leadership Position requirements (see Chapter 8).
 - 12.6.1.3 Special Statutory requirements (See appendix H).
 - 12.6.1.4 DOD acquisition career field certification requirements associated with the position.
- 12.6.2 Additional criteria may be used such as:
 - 12.6.2.1 Functional area competencies in an additional AT&L career field(s).
 - 12.6.2.2 Cross-functional assignments/rotations.
 - 12.6.2.3 Broadening assignments, e.g., Service headquarters, OSD, joint, industry, operational.
 - 12.6.2.4 Relevant advanced academic degree.
 - 12.6.2.5 Senior service school (or equivalent).
 - 12.6.2.6 Leadership training and experience.
 - 12.6.2.7 Demonstrated performance integrating functional, core, and leadership competencies.
 - 12.6.2.8 Other appropriate job-related factors may be used.
 - 12.6.2.9 ACAT I and II PM and DPM candidates should accrue more than half of his or her required acquisition experience in acquisition organizations such as Program Executive Offices; USD(AT&L), ASN(RDA) and Acquisition Systems Command staffs; the Office of Naval Research, Naval Laboratories; Warfare Centers; Developmental/Operational Test Commands; Contracting Field Activities; or Supervisors of Shipbuilding.

12.7 Selection Process for PEOs and DRPMs

- 12.7.1 The ASN(RDA) will manage nomination and selection procedures on a case-by-case basis.
- 12.7.2 Flag and General Officer selections and assignments will be made in coordination with the Chief of Naval Operations/Vice Chief of Naval Operations and the Commandant of the Marine Corps, respectively.

12.8 Selection Process for ACAT I and II PMs

- 12.8.1 The Systems Commands, in conjunction with affiliated PEOs and DRPMs, provide a forecast of anticipated vacancies for the upcoming 12 months to the DACM on October 1st each year.
- 12.8.2 The Systems Commands, in conjunction with affiliated PEOs and DRPMs, will convene slating panels to screen candidates for vacancies.
- 12.8.3 The slating panels will consist of a Flag or General Officer and SES members. At a minimum, invite:
 - 12.8.3.1 The Deputy Assistant Secretary of the Navy (DASN) who serves as the principal advisor to ASN(RDA) on the program.
 - 12.8.3.2 PEO representative(s).
 - 12.8.3.3 Sponsors, stakeholders, and representatives from each of the candidate's acquisition organizations must be invited to serve as panel members.
 - 12.8.3.4 The DACM as an advisor.
- 12.8.4 All qualified personnel within the DON may compete for reassignment.
- 12.8.5 Panels will produce recommended slates of candidates for each position in rank order, beginning with the number one ranked candidate.
- 12.8.6 The selecting official will forward the nomination package identifying the recommended candidate to the DACM for ASN(RDA) approval. Billet/Program information, the candidate's resume, a candidate information sheet (see [Appendix K ACAT I/IA/II PM Candidate Information Sheet](#)), waiver (if required), and tenure period must be included in the nomination package.
- 12.8.7 The DACM will forward the nomination package to the ASN(RDA) for approval. ASN(RDA) approval, along with USD(AT&L) consultation, is required for ACAT ID PM selections.

12.9 Selection Process For Other Positions

The selection process for DPEOs, EDPEOs, DDRPMs, ACAT I/II DPMs, PMs for Major (non-ACAT I/II) acquisition programs, and Commanding Officers/Commanders of Major Acquisition Shore activities as identified in paragraph 12.2 is as follows:

- 12.9.1 The Systems Commands, in conjunction with affiliated PEOs and DRPMs, as appropriate, will develop procedures for filling vacancies.
- 12.9.2 Approval of selections:
 - 12.9.2.1 The selecting official may approve when the selectee meets position requirements, including statutory requirements for assignment.
 - 12.9.2.2 ASN(RDA) selection and waiver approval is required when all position requirements are not met. The selecting official will forward the nomination package identifying the recommended candidate to the DACM for ASN(RDA) approval. The package should include Billet/Program information, the candidate's resume, and waiver (with justification).

12.10 Rotation

- 12.10.1 For DRPMs and ACAT I /II PMs, the rotation generally occurs upon completion of the tenure requirement.
- 12.10.2 For other ASN(RDA) Special Interest Positions, there is no mandatory rotation requirement upon completion of the tenure requirement. Rotation, however, is encouraged.

Chapter 13 Education

13.1 Overview

This section describes DAWIA education related to Career Field Certification, Acquisition Corps membership, and Special Statutory requirements

13.2 General Information

13.2.1 USC 10, Chapter 87, Section 1732 established education requirements for Acquisition Corps membership.

13.2.2 In general, coursework to meet education requirements must be documented on a transcript from an accredited institution of higher education. A transcript review is required to validate degree and semester credit hours.

13.2.3 Education requirements can be met by:

13.2.3.1 Completing coursework or degree programs from an accredited institution of higher education.

13.2.3.2 Applying American Council on Education (ACE) recommended credits when documented on the student's official college or university transcript. ACE has reviewed and recommended credit for many of the DAU courses. ACE credit recommendations can be found on the ACE website.

13.2.3.3 Substituting passing scores on Defense Activity for Non-Traditional Education Support (DANTES) examinations for semester credit hours.

13.3 24 Hours of Business

13.3.1 When used in the context of DAWIA, "24 Hours of Business" is an education requirement and means 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.*

13.3.2 [Appendix L Hours of Business – What Counts?](#) provides examples of qualifying courses.

13.3.3 "24 Hours of Business" must be reflected on an official college or university transcript.

13.3.4 The 24 semester hours can be part of, or in addition to, a degree program.

13.4 “24/12” Semester Credit

- 13.4.1 When used in the context of DAWIA, “24/12” refers to 24 semester credit hours in the person's primary career field (typically business or technical fields of study) and one of the following:
 - 13.4.1.1 12 semester credit hours in the business-related courses listed in italics in 13.3.1. Credit hours within the person's primary career field may also satisfy all or part of this requirement.
 - 13.4.1.2 Training equivalent to 12 semester credit hours in business-related courses, which must be based on the credit hour and discipline recommendations published by the ACE.
 - 13.4.1.3 Through a combination of the above, education, and training equaling 12 credit hours.
- 13.4.2 All credit hours, other than those approved by ACE, must be reflected on the student’s official college or university transcript.

13.5 DAWIA Enhancing Degrees

Business and technical fields of study enhance the capabilities of the acquisition professionals. [Appendix M DAWIA Enhancing Degrees](#) describes business and scientific degrees.

Chapter 14 Training

14.1 Overview

- 14.1.1 This chapter provides guidance on training sponsored by the Defense Acquisition University (DAU). DAU training is provided to support AT&L workforce members to:
 - 14.1.1.1 Achieve career field certification requirements of the position.
 - 14.1.1.2 Meet continuous learning requirements.
- 14.1.2 DAU training is also provided to support select groups of non-AT&L Workforce personnel identified in paragraph 14.7 below.
- 14.1.3 DAU delivers courses through resident classroom offerings at DAU facilities or on-site at the location where the training is required and through distance learning (web based) coursework.

14.2 Certification Training

Certification training includes all training required for certification in an AT&L career field (See [Chapter 6 Certification](#)).

14.3 Continuous Learning Training

DOD policy requires all AT&L Workforce members to participate in “continuous learning” activities. All DAU training can be credited in the Continuous Learning Program. Certified individuals are encouraged to fill a portion of their CL requirements by pursuing targeted training from the Core Plus training identified for their career field in the DAU Catalog. [Chapter 16 Continuous Learning Requirements](#) provides more information on the Continuous Learning Program.

14.4 Supervisors’ Responsibilities

Supervisors must ensure that AT&L Workforce members:

- 14.4.1 Are provided an opportunity to complete certification or continuous learning courses, including distance learning, during duty hours.
- 14.4.2 Complete certification and continuous learning training in a timely manner.

14.5 Meeting Certification Training Requirements

DOD publishes the certification standards annually in the DAU Catalog. The standards identify education, training, and experience requirements for three certification levels. The training requirements may be met in the following ways:

- 14.5.1 Completing the course through the DAU.
- 14.5.2 Completing a DAU approved equivalent course.

- 14.5.3 Fulfilling a DAU course.

14.6 Taking DAU Courses

- 14.6.1 DAU offers career field Core Certification and Core Plus courses.
- 14.6.2 The DACM via the Naval Acquisition Career Center (NACC) manages DON AT&L Workforce training and handles registration related issues. DAU can't approve employee or supervisor requests for training.
- 14.6.3 Register for DAU training via eDACM. Questions should be directed to command focal points (see [Chapter 3 Program Focal Points](#)).
- 14.6.4 Access to training is determined by the applicant's profile in [eDACM](#).
 - 14.6.4.1 AT&L position designation, primary AT&L career field, and certification level required by the applicant's position determine the student's priority for training.
 - 14.6.4.2 Erroneous information in an applicant's profile can result in the wrong priority and the inability to get the desired training.
 - 14.6.4.3 The eDACM Support Team can assist individuals with correcting profile information. Contact information for the Support Team can be found on the [DACM website](#) at http://www.acquisition.navy.mil/career_management.
- 14.6.5 Individuals pending deployment to theaters of operation may require certain DAU courses. When applying for required courses, the individual must identify the position to which deployed (including location and timeframe) and request their command or organization training manager advise the DON Registrar.
- 14.6.6 DON has determined that students certified at DAWIA level II or III in any career field, other than Auditing, Contracting, Facilities Engineering, Purchasing, and Industrial/Property Management are assumed to have achieved learning objectives for ACQ 101, ACQ 201A, and ACQ 201B. The requirement for these courses will be waived for these students.

14.7 DON DAU Training Priorities

- 14.7.1 Priority 1 requirements include:
 - 14.7.1.1 AT&L Workforce members requesting courses required for position certification.
 - 14.7.1.2 AT&L Workforce members requesting courses that are prerequisites to courses required for position certification requirements.
 - 14.7.1.3 Courses required to qualify civilians or Service members deploying to theaters of operations.

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- 14.7.1.4 Military members ordered (enroute) to an AT&L position who need the training to meet one of the above conditions. These applications are routed through PERS 447 for verification.
- 14.7.1.5 Naval Acquisition Interns pursuing Level II certification.
- 14.7.1.6 Navy Engineering Duty Officers, Aerospace Engineering Duty Officers, and Aeronautical Maintenance Duty Officers pursuing PM, PQM, SPRDE, and other career-related DAU courses at a level appropriate to their rank.
- 14.7.1.7 Acquisition Corps Eligible Navy Officers pursuing certification.
- 14.7.1.8 Foreign Nationals in Contracting and Purchasing positions.
- 14.7.2 Priority 2 when the course requested is for certification in the applicant's career field at a level higher than required by the applicant's current position.
- 14.7.3 Priority 3 when the course requested is for certification in a career field different from the career field of the applicant's current position.
- 14.7.4 At least Priority 3 for AT&L Workforce members requesting Core Plus courses.
- 14.7.5 Priority 4 when the course requested is from an applicant who is not in a designated DON AT&L position and does not fit into any of the priorities listed above.

14.8 Funding DAU Courses

- 14.8.1 There is no tuition for DAU training for DOD employees.
- 14.8.2 Travel and per diem funding for eligible Priority 1 and 2 students may be obtained via eDACM.
- 14.8.3 Student's command funds Local Excess (Mileage) travel to a DAU campus.
- 14.8.4 Reserve Component funds travel and per diem for Reserve Officers.

14.9 DAU Equivalent Courses

- 14.9.1 Many courses are designated as equivalent to specific DAU courses. The list of approved equivalent courses is contained in the DAU web site and is updated as required.
- 14.9.2 After completing an equivalent course, provide a copy of the supporting documentation to the eDACM Support Team so that it can be recorded in the applicant's training history. eDACM Support Team contact information can be found on the [DACM website](http://www.acquisition.navy.mil/career_management) at http://www.acquisition.navy.mil/career_management.
- 14.9.3 Supporting documentation, such as course completion certificate or college transcript, must include the student's name, course dates, course name, and the name of the provider.

14.10 Fulfilling a DAU Course

Course fulfillment provides a means for AT&L Workforce 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 of those.

- 14.10.1 Fulfillment is available to AT&L Workforce members.
- 14.10.2 Competency standards for 100-300 courses that may be fulfilled are on the [Defense Acquisition University Fulfillment Program](http://www.dau.mil/learning/DAUFulfillmentPgm.aspx) web site at <http://www.dau.mil/learning/DAUFulfillmentPgm.aspx>.

14.11 Fulfillment Process for DAU 100-300 Level Courses

Echelon I and II commands must establish a process to oversee the approval of fulfillments:

- 14.11.1 Applicant must complete a Form DD 2518 and provide justification.
- 14.11.2 Meeting the preponderance of the competencies is sufficient to approve a fulfillment.
- 14.11.3 Justification guidance:
 - 14.11.3.1 For Command-sponsored events that have been predetermined by competent authority to fulfill a DAU course requirement, the course completion certificate (or other official command document) provides sufficient justification. The documentation must include the student's name, course dates, and a statement that the event(s) fulfills the DAU course(s). It must include the DAU course number and title.
 - 14.11.3.2 For all others, attach the competency standards for the course being fulfilled and a description of how the competencies were achieved through experience, education, alternative training, or any combination of the three. Justification may be addressed in a checklist format or attached as a separate document. A separate justification for each competency is not required.

14.12 Fulfillment Approval for DAU 100-300 Level Courses

- 14.12.1 The applicant forwards the fulfillment request to his or her first level supervisor.
- 14.12.2 The first level supervisor can approve fulfillment requests for Command-sponsored events predetermined to fulfill a DAU course requirement and DAU 100 level course fulfillments.
- 14.12.3 DAU 200 and 300 level courses.
 - 14.12.3.1 First-level supervisor recommends approval/disapproval and forwards the request to the appropriate approving authority.

- 14.12.3.2 DAU 200 course fulfillments must be approved by an individual at least equal in rank to the applicant and Level III certified in the career field in which fulfillment is requested.
- 14.12.3.3 DAU 300 course fulfillments must be approved by the designated authority as delegated by the Echelon I or II Commander. Personnel from Echelon III and IV activities must submit fulfillment request to the authority designated by the Echelon II Commander. Approving officials must be at least an O-6 or GS-15 (or equivalent) and Level III certified in the career field in which fulfillment is requested.
- 14.12.3.4 In situations where no one in the command can approve the Level 200 or 300 course fulfillments, forward the fulfillment package to the DACM at dacm.desk.fct@navy.mil.

14.13 Expedited Fulfillments

- 14.13.1 As circumstances warrant, the DACM may authorize an expedited fulfillment process for AT&L Workforce members to meet multiple DAU courses that were not previously needed for certification to the level required by their positions.
- 14.13.2 The expedited process allows AT&L Workforce members to submit a single package, i.e., one DD Form 2518, to request fulfillment of multiple courses. A course fulfillment justification for each applicable course will be required.
- 14.13.3 Once the expedited process is authorized, DACM will notify commands and provide detailed guidance for submitting, obtaining approval, and processing application packages.

14.14 Retention of Approved Fulfillments

- 14.14.1 Approved fulfillments are maintained within the requesting organization.
- 14.14.2 Applicants should retain a copy of their approved fulfillments.
- 14.14.3 Provide a copy of the approved fulfillment to the eDACM Support Team so that it can be recorded in the applicant's DAU training history. Contact information for the Support Team can be found on the [DACM website](http://www.acquisition.navy.mil/career_management) at http://www.acquisition.navy.mil/career_management.

14.15 Recording DAU Course Completions

- 14.15.1 The DAU training history maintained in eDACM Register-Now includes the completion of a DAU course, equivalent course, or fulfillment.
- 14.15.2 DAU course completions are automatically recorded in Register-Now within 10 days of course completion. Equivalencies and Fulfillments must be recorded manually.

Chapter 15 Experience

15.1 Overview

AT&L Career Field Certification, Acquisition Corps membership, and some Special Statutory requirements require acquisition experience.

15.2 Acquisition Experience—What Counts?

- 15.2.1 General acquisition experience includes experience in any acquisition career field. Specialized experience includes experience in specifically identified career fields.
- 15.2.2 Experience can be gained in any position as long as it includes acquisition duties and responsibilities as defined in the Position Category Descriptions, including positions in other government agencies or in private industry.
- 15.2.3 Up to 12 months of education in acquisition may be credited toward meeting acquisition-related experience requirements regardless of when the education was obtained.
- 15.2.4 For Unrestricted Line Officers only, up to 18 months of acquisition-related experience may be credited for the same amount of time in a command tour when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).

15.3 Experience Approval Process

- 15.3.1 Prior to entering the Active Component Navy Officer's certification into official data systems, PERS 447 will assess the officer's acquisition experience in consultation with the applicant and approving official.
- 15.3.2 For all others, Echelon I and II commands shall assess experience claimed towards certification. For Level II and III certifications, the experience assessment must be conducted by an individual or group of individuals who are assigned to positions of authority and Level III certified in the career field in which certification is requested, with the following exceptions:
 - 15.3.2.1 Purchasing experience can be assessed by an individual certified at Level III in Contracting.
 - 15.3.2.2 Industrial Contract Property Management experience can be assessed by an individual certified at Level III in Contracting.
- 15.3.3 Echelon I and II commands that cannot comply with 15.3.2 may request an exception to this requirement. Requests may be sent via email to dacm.desk.fct@navy.mil for approval. They should cover the reason for the

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exception, the career field(s) affected, and the recommended reviewing authority.

- 15.3.4 Experience claimed must substantially match the duties and responsibilities associated with the Position Category (career field) and have been a significant and substantial part of the job.

Chapter 16 Continuous Learning Requirements

16.1 Overview

AT&L Workforce members must participate in meaningful continuous learning activities to stay current and proficient in functional disciplines, AT&L policy initiatives, and leadership and management skills.

16.2 CL Requirement

- 16.2.1 AT&L Workforce members must participate in at least 80 hours of continuous learning activities bi-annually with a goal of participating in at least 40 hours annually.
- 16.2.2 AT&L Workforce members should discuss broadening activities with their supervisors. These activities may include, but are not limited to, certification in other career fields, leadership training, and rotational and developmental assignments.
- 16.2.3 The start date of the first bi-annual period is the date the AT&L Workforce member enters a DON AT&L designated position. If the position is designated after the individual is assigned, the start date is the date the position is designated.
- 16.2.4 The bi-annual period ends on the completion date of the event that results in the workforce member meeting or exceeding the 80 point threshold. A new bi-annual period begins the following day. Points in excess of 80 will not carry over to the next bi-annual period. AT&L Workforce members are encouraged to utilize the core plus certification and development frame work for continuous learning.

16.3 CL Activities and Points

- 16.3.1 [Appendix N Creditable CL Activities & Points](#) provides a listing of creditable activities along with recommended point values. This is not an all-inclusive list. In general, however, activities should be associated with leadership development, acquisition programs, and related functions.
- 16.3.2 CL points associated with DAU Core Certification, Core Plus, and CL courses have been determined by DAU.
- 16.3.3 CL points associated with DACM-sponsored CL events, to include college courses funded through the Acquisition Workforce Tuition Assistance Program, have been determined.
- 16.3.4 CL points for courses that have approved Continuing Education Units (CEUs) should be awarded at a rate of 10 CL points for every one (1) CEU.
- 16.3.5 Workforce members deployed to theaters of operation are considered to be on rotational assignments and receive CL points in accordance with [Appendix N Creditable CL Activities & Points](#).

- 16.3.6 For CL events not listed above or in [Appendix N Creditable CL Activities & Points](#), one (1) point should be awarded for every active hour of involvement.

16.4 eDACM Continuous Learning

- 16.4.1 Use eDACM to:
- 16.4.1.1 Track CL points and achievement.
 - 16.4.1.2 Request CL points.
 - 16.4.1.3 Request participation in DACM-sponsored/supported on-site CL events.
- 16.4.2 Some CL points automatically post in the AT&L Workforce member's CL history:
- 16.4.2.1 Points associated with DACM-sponsored CL events, once verification of event attendance and completion has been provided to the eDACM Support Team and the AT&L Workforce member is "graduated."
 - 16.4.2.2 Points associated with DAU Core Certification and Core Plus courses, once the graduation has been posted by DAU.
 - 16.4.2.3 Points associated with completing courses in the Acquisition Workforce Tuition Assistance Program once a course grade for which academic credit will be awarded is posted.
 - 16.4.2.4 Points associated with completing DAU CL courses.
- 16.4.3 When recording points for other activities, round half points up and record whole points only.

Chapter 17 AT&L Workforce Tuition Assistance Program (AWTAP)

17.1 Overview

The Acquisition Workforce Tuition Assistance Program (AWTAP) assists civilian acquisition workforce members in pursuing formal education in disciplines that underpin the acquisition functions specified in 10 U.S.C. 1721. Accordingly, the program supports those courses and degrees to meet mandatory and desired education standards for DAWIA certification and to comply with statutory requirements.

The Director, Acquisition Career Management (DACM) establishes policy and guidance for the AWTAP. The Naval Acquisition Career Center (NACC) executes the program under the oversight of the DACM.

17.2 Allowable Programs

AWTAP will fund

- 17.2.1 Business courses to meet requirements for acquisition corps members or certification in selected career fields. See [Appendix L: 24 Hours of Business -- What Counts?](#)
- 17.2.2 DAWIA enhancing certificates and degrees in business, technical or scientific programs. In general, the degree or certificate program should support the employee's primary career field. See [Appendix M: DAWIA Enhancing Degrees](#).
- 17.2.3 A master's degree in business-related fields such as business, business management or business administration is considered desirable for all career fields and may qualify for AWTAP funding.

17.3 Employee Eligibility

- 17.3.1 Civilian employees are eligible for AWTAP if they:
 - 17.3.1.1 Occupy a designated Acquisition, Technology, and Logistics (AT&L) workforce position;
 - 17.3.1.2 Meet minimally acceptable performance standards;
 - 17.3.1.3 Are not pending disciplinary action;
 - 17.3.1.4 Are DAWIA certified to the level required by their position or are participants in the Contracting Professional Development Program (CPDP) or other centrally managed formal intern or developmental program with a full-performance requirement of DAWIA Level II certification.

17.3.2 Condition of Enrollment:

17.3.2.1 Employees must provide copies of their grades to the AWTAP Registrar. Failure to do will require repayment of AWTAP funds.

17.3.2.2. Employees who must meet minimum grade requirements or reimburse funding received through AWTAP.

17.3.3 AWTAP Minimum Grade Requirements

17.3.2.1 Employees must receive a grade of "C" or better for undergraduate courses.

17.3.2.2 Employees must receive a grade of "B" or better for graduate courses.

17.3.4 Military acquisition workforce members, with the exception of enlisted personnel in contingency contracting billets, are not eligible to participate in AWTAP. Military acquisition workforce members accepted into AWTAP prior to February 1, 2008 may continue to pursue their approved educational goal under AWTAP through January 1, 2010. Enlisted personnel in contingency contracting billets will be considered for AWTAP funding after they have exhausted other venues for tuition assistance.

17.4 Length of AWTAP Enrollment

Applicants who are approved for AWTAP may be eligible to receive funding assistance for a period of time not to exceed five (5) years to meet the educational goal as defined on the approved Educational Development Plan (EDP), subject to the availability of funding and compliance with the terms and conditions of the program.

17.5 Allowable Schools

AWTAP may only be used for courses and programs offered by academic institutions that are recognized and accredited by an agency approved by the United States Department of Education. A list of accredited schools can be found on the U.S. Department of Education website.

17.6 Allowable Costs

17.6.1 AWTAP will fund:

17.6.1.1 Only one degree per employee.

17.6.1.2 Up to 100 percent of the cost of tuition and associated with earning academic credits each fiscal year up to a maximum amount. For FY09, the limit is \$6,300. Courses are funded in the fiscal year in which they start.

17.6.1.3 The following when required for a degree or certificate including:

a. Mandatory prerequisite courses.

- b. Non-credit courses.
- c. General electives.
- d. Online/intranet access fees.
- e. College equivalency assessments.
- f. Portfolio assessments - Portfolio-based assessment is an assessment of prior experience and learning programs.
- g. Instructional fees, laboratory fees, registration fees, and other mandatory fees.

17.6.2 AWTAP will not fund:

- 17.6.2.1 Courses or education beyond the master's degree level.
- 17.6.2.2 Application and graduation fees.
- 17.6.2.3 Entrance examination fees.
- 17.6.2.4 Public internet access fees.
- 17.6.2.5 Courses completed or in process at the time of acceptance into AWTAP.
- 17.6.2.6 Courses for which other reimbursement has been or will be obtained.
- 17.6.2.7 Materials that are student property.
- 17.6.2.8 Late or delinquent fees incurred by the student.
- 17.6.2.9 Other non-tuition related fees.

17.7 Applying For AWTAP

Employees apply for AWTAP via eDACM at <https://www.atrrs.army.mil/channels/navyedacm/Login/Login.aspx>.

17.8 Funding Priorities

- 17.7.1 Enrolled applicants seeking mandatory education.
- 17.7.2 New applicants seeking mandatory education.
- 17.7.3 Applicants seeking undergraduate degrees.
- 17.7.4 Enrolled applicants seeking desired education.
- 17.7.5 New applicants seeking desired education.

17.9 Additional Information

Additional information regarding policies and implementing guidance on AWTAP is available on the DACM website at http://acquisition.navy.mil/career_management.

Chapter 18 Individual Development Plans and Performance Appraisals

18.1 Overview

Planning is essential for successful career development. This chapter provides guidance for AT&L Workforce Individual Development Plans (IDPs).

18.2 IDPs

18.2.1 All AT&L Workforce members are required to prepare an IDP in coordination with their supervisor.

18.2.2 IDPs should:

18.2.2.1 Identify short range and long range career goals, such as membership in the Acquisition Corps or certification in an AT&L Career Field.

18.2.2.2 Set timelines to accomplish goals.

18.2.2.3 Identify education, training, and developmental activities needed to achieve their career goals.

18.2.2.4 Outline how education, training, and developmental activities needed to achieve their career goals and objectives will be accomplished.

18.3 Performance Appraisals

18.3.1 Echelon I and II organizations must establish a process that provides an opportunity for review and inclusion of comments on the appraisal by a senior level person serving in an AT&L position in the same AT&L Career Field.

18.3.2 At least the first-level evaluation of contracting officers must be performed within the contracting career chain, with the following exception: the performance evaluation of the senior official in charge of contracting for the organization.

Chapter 19 Naval Acquisition Development Program

19.1 Overview

The Naval Acquisition Development Program recruits, develops, and prepares a select group of interns and journeymen to assume some DON acquisition workforce positions. Additional information is provided on the following website:

https://acquisition.navy.mil/rda/home/career_management/naval_acquisition_development_program_nadp.

The Naval Acquisition Development Program is made up of the Naval Acquisition Intern Program (NAIP) and Naval Acquisition Associate Program (NAAP). NAAP participants are placed in either Pay Band 1 or 2 at hiring and are referred to as “journeymen.”

19.2 Program Description

- 19.2.1 NAIP and NAAP members participate in a developmental program that is tailored to one of the following acquisition career fields:
 - 19.2.1.1 Business-Cost Estimating.
 - 19.2.1.2 Business-Financial Management.
 - 19.2.1.3 Contracting.
 - 19.2.1.4 Life Cycle Logistics.
 - 19.2.1.5 Facilities Engineering.
 - 19.2.1.6 Systems Planning, Research, Development and Engineering.
- 19.2.2 Pay Band 2 NAAP members may also participate in the following acquisition career fields:
 - 19.2.2.1 Test and Evaluation.
 - 19.2.2.2 Program Management.
 - 19.2.2.3 Information Technology.
- 19.2.3 The program provides a structured management training program and may include formal education and training, diverse rotational assignments, extensive on-the-job training, and challenging work assignments. Additionally, participants are eligible to participate in the Acquisition Workforce Tuition Assistance Program described in [Chapter 17 AT&L Workforce Tuition Assistance Program \(AWTAP\)](#). Positions are located throughout the United States; however, most are located within the Washington D.C. metropolitan area, California, Pennsylvania, Maryland, Virginia, and Florida.

Chapter 20 Contracting Professional Developmental Program

20.1 Overview

The DON Contracting Professional Development Program (CPDP) is a 36-month developmental program to prepare employees to meet requirements for assignment to positions in the contracting community in the 1102 occupational series. It provides a mechanism for high potential individuals who do not meet contracting education requirements by assigning them to developmental positions and providing the opportunity to complete 1102 statutory requirements. Participants in the program will occupy an acquisition designated position in the Contracting career field.

20.2 Eligibility

20.2.1 Persons selected for the CPDP must meet the qualification requirements of the developmental position (typically in the 1101 occupational series), possess the background and experience that exhibit high potential for successful program completion, and meet one of the requirements listed below:

20.2.1.1 Have been awarded a baccalaureate degree, with a grade point average of at least 3.0 on a 4.0 scale (or the equivalent), from an accredited institution of higher education authorized to grant baccalaureate degrees; or

20.2.1.2 Have successfully completed 24 semester hours (or the equivalent) from an accredited institution of higher education in any combination of the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

20.3 Responsibilities

20.3.1 The Director, Acquisition Career Management (DACM) is responsible for developing overarching CPDP policies and evaluating the overall effectiveness of the program.

20.3.2 Heads of participating Echelon I and II organizations are responsible for implementing and administering the program at their headquarters and field activities. Responsibilities include:

20.3.2.1 Establishing and maintaining CPDP developmental positions.

20.3.2.2 Recruiting, selecting and assigning individuals to the program.

20.3.2.3 Establishing Individual Development Plans and tracking progress. Included in the plan should be developmental duties to allow the participant to gain contracting experience.

- 20.3.2.4 Ensuring that tuition assistance is available to meet education requirements.
- 20.3.2.5 Assigning participants to target 1102 positions upon successful completion of the program.

20.4 Operating Procedures

Detailed operating procedures are in the DON CPDP Operating Guide dated November 24, 2008. The CPDP Guide can be found on the [DACM website](http://acquisition.navy.mil/career_management) at http://acquisition.navy.mil/career_management.

Appendix A Glossary of Terms

Accredited institutions of higher education are colleges and universities that have received a regional or national accreditation. These schools are recognized and approved by the Under Secretary 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 is the conceptualization, initiation, design, development, test, contracting, production, deployment, logistics support, modification, and disposal of weapons and other systems, supplies, or services (including construction) to satisfy Department of Defense (DOD) needs, intended for use in, or in support of, military missions.

AT&L Career Field is one or more occupation that require similar functional competencies.

AT&L Position Categories are subsets of AT&L positions that are characterized by a common set of core acquisition and functional competencies.

AT&L Position Category Descriptions (PCDs) are the DOD descriptions of each of the AT&L categories of positions.

AT&L Positions are those civilian and military positions in the Department of Defense that are designated as acquisition positions in accordance with 10 USC Section 1721 and regulations issued by the USD(AT&L).

AT&L Workforce comprises those persons who occupy AT&L positions.

Competencies, as used in this Operating Guide, are the core acquisition, functional, and leadership skills, knowledge, and abilities required by the AT&L Workforce to perform the duties and responsibilities of the various AT&L positions.

Component Acquisition Executive (CAE) is the Service Acquisition Executive of a Military Department or the person designated to be the CAE by the Head of a DOD Component other than a Military Department. For the purpose of this Operating Guide, the Head of a DOD Component is the CAE for the DOD Components that have not designated a CAE. The USD(AT&L) performs this role for the OSD. Within DON, the CAE is the Assistant Secretary of the Navy (Research, Development, and Acquisition (ASN(RDA))).

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

Critical Acquisition Positions (CAPs) are a subset of AT&L positions specifically designated by the CAE in accordance with DAWIA, implementing regulation, and based on the criticality of that position to the acquisition program, effort, or function it supports.

DANTES (Defense Activity for Non-Traditional Education Support) examinations may be substituted for semester credit hours. DANTES sponsors the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) through the College Board and Educational Testing Service (ETS). Twelve (12) tests are available in the business career field. More information can be found on the DANTES website.

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Defense Acquisition Corps, referred to as the “Acquisition Corps,” is a pool of highly qualified members of the AT&L Workforce to fill CAPs. It is composed of those persons who have met the Acquisition Corps standards prescribed by DAWIA and implementing regulation, and who have been granted membership in the Acquisition Corps by the USD(AT&L) or by a CAE to whom this authority has been delegated.

Defense AT&L Workforce Education, Training, and Career Development Program includes the structure, resources, policies, and procedures to enable the AT&L Workforce to achieve the competencies required to perform the duties and responsibilities as required by AT&L positions and to promote integrated AT&L Workforce management.

Functional Advisors (FAs) are senior DOD officials who serve as the subject matter expert for their respective functional area for oversight and management of career development requirements.

Key Leadership Positions (KLPs) are a subset of CAPs designated by the CAE based on the critical nature of the acquisition program or effort involved and the criticality of that position to the success of that program or effort. These positions represent a significant level of responsibility and authority and warrant special management attention to qualification and tenure requirements.

Service Acquisition Executives (SAEs), also called CAEs of the Military Departments, are individuals with the responsibilities and authorities described in 10 USC Section 1704. The DON SAE is the ASN(RDA).

Senior Contracting Official (SCO) is a director of contracting, or a principal deputy to a director of contracting, serving in the office of the Secretary of a Military Department, the headquarters of a Military Department, the Head of a Defense Agency, a subordinate command headquarters, or in a major systems or logistics contracting activity in the Department of Defense.

Appendix B Acronyms

ACAT	Acquisition Category
ACE	American Council on Education
ASN(RDA)	Assistant Secretary of the Navy (Research, Development, and Acquisition)
AT&L	Acquisition, Technology, and Logistics
AWCM	Acquisition, Technology, and Logistics Workforce Career Management
AWSOM	Acquisition Workforce System of Management (Marine Corps)
CAE	Component Acquisition Executive (within DON, the CAE is the ASN(RDA))
CAP	Critical Acquisition Position
CEU	Continuing Education Unit
CLC	Continuous Learning Center
CLP	Continuous Learning Point
DACMs	Directors for Acquisition Career Management
DAE	Defense Acquisition Executive
DANTES	Defense Activity for Non-Traditional Education Support
DAU	Defense Acquisition University
DAWIA	Defense Acquisition Workforce Improvement Act
DCPDS	Defense Civilian Personnel Data System
DOD	Department of Defense
DPM	Deputy Program Manager
FA	Functional Advisors
IPT	Integrated Product Team
KLP	Key Leadership Position
MAIS	Major Acquisition Information Systems (ACAT IA Programs)
MDAP	Major Defense Acquisition Programs (ACAT I Programs)
NDAA	National Defense Authorization Act
NSPS	National Security Personnel System
OPM	Office of Personnel Management
PCD	Position Category Description
PD	Position Description

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PEO	Program Executive Officer
PM	Program Manager
SCO	Senior Contracting Official
SES	Senior Executive Service
SSB	Senior Steering Board
TFMMS	Total Force Manpower Management System
USD(AT&L)	Under Secretary of Defense for Acquisition, Technology, and Logistics
WMG	Workforce Management Group

Appendix C DAWIA Management Structure for Commands

Systems Commands and other organizations with significant acquisition functions must have a clearly defined management structure (chain of command), from the head of the organization to the field supervisor, to support the implement of DAWIA within the command or organization. The following provides broad guidance on the roles and responsibilities within the DAWIA management structure.

The DAWIA management structure can be incorporated into an actual or virtual organizational structure. Roles and responsibilities at different levels may be consolidated if appropriate. In all cases, DAWIA roles and responsibilities can be collateral duties.

DAWIA Program Executive

The Program Executive, typically a Flag/General Officer or SES, is the Echelon I or II Commander's lead agent for DAWIA policies and programs. The Program Executive, supported by a headquarters organization, a command-level board, an integrated product team, or a similar body authorized by the Commander, is responsible to the head of the command (e.g., the Systems Commander) for the overall implementation and health of the DAWIA program.

DAWIA Program Director

The DAWIA Program Director, typically at the 0-6 or GS-15 (or equivalent) level, is the focal point within the command on DAWIA matters. This focal point represents the Program Executive on acquisition workforce matters. The Program Director:

- Executes the program, command-wide, in accordance with DAWIA program policies and guidance and broad direction established by the Command's DAWIA Program Executive.
- Works directly with DACM senior staff to obtain clarification and make recommendations on DAWIA policies and programs, resolve acquisition workforce issues, and provide feedback on how well the program is working to support their command.
- Oversees DAWIA Program goals and metrics for command and field activities.
- Provides DAWIA Program guidance to DAWIA Program Managers.

DAWIA Program Manager(s)

- Support the DAWIA Program Director and Program Executive.
- Manage one or more aspects of the DAWIA Program for the command and serves as the Command representative for programs such as the Naval Acquisition Development Program, Defense Acquisition University training, Continuous Learning, Acquisition Certification, Acquisition Corps Membership or any other areas established by the command structure.
- Manage the day-to-day operations of the DAWIA Program for headquarters acquisition personnel and may manage DAWIA operations for one or more field activities.

- Work with DACM Support Staff, e.g., eDACM Support Staff or Training Registrar, to resolve day-to-day acquisition workforce issues.
- Provide DAWIA Program guidance to field representatives.
- Provide feedback to the DAWIA Program Director, identifying areas of concern and matters that need the Director's attention.

DAWIA Program Field Representatives

These individuals work at field activities and are responsible for the day-to-day execution for one or more of the DAWIA programs at their activity. Field representatives:

- Implement command guidance and ensure that the acquisition workforce meets DAWIA program requirements.
- Provide feedback to the DAWIA Program Manager and activity leadership on the health of the DAWIA program at their activity, identifying areas of concern and matters that need the Program Manager's and/or activity's attention.

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Appendix D Waiver Requirements

Use Form DD 2905			
WAIVER	APPROVING AUTHORITY	WAIVER TYPE	WHEN
KLPs, Non-ACAT I/II Major Acquisition Program equivalent PMs, and Commanders/ Commanding Officers of Major Acquisition Shore Commands.	ASN(RDA) via DACM	Certification	At Time of Assignment*
		Special Statutory	At Time of Assignment*
		Acq. Corps Membership	At Time of Assignment
		Tenure	Prior to early departure
Flag Officer, General Officer, and SES assignment (non-KLPs) and CAPs except for the waivers approved by ASN(RDA) listed above.	DACM **	Certification	24 Months after assignment
		Special Statutory	At Time of Assignment*
		Acq. Corps Membership	At Time of Assignment
		Tenure	Prior to early departure
Non-CAP GS-1102s (and similar military) and Contracting Officers with warrants above the Simplified Acquisition Threshold. (These waivers may be granted to current DoD employees only.)	SCO **	Special Statutory for GS-1102s (and similar military)	At Time of Assignment
All Other Waivers	Heads of Echelon I & II organizations. This may be further delegated.	Certification	24 Months after assignment
Notes: * Acquisition Corps members have a 6-month grace before a waiver is required. ** Waiver requests for Active Component Navy Officers, except for Flag/General Officers, must be submitted to the approving official via PERS-447. Approving officials must notify PERS-447 on actions taken regarding waiver requests.			

Appendix E AT&L Position Categories

Position Category	Manpower and Personnel System Codes
Business-Financial Management	K
Business-Cost Estimating	P (B for Navy Military)
Contracting	C
Facilities Engineering	F
Industrial/Contract Property Management	D
Information Technology	R
Life Cycle Logistics	L
Production, Quality and Manufacturing	G or H
Program Management*	A
Purchasing	E
Systems Planning, Research, Development, & Engineering – Science and Technology Manager	I
Systems Planning, Research, Development, & Engineering – Systems Engineering	S
Systems Planning, Research, Development, & Engineering – Systems Engineering – Program Systems Engineer	W
Test and Evaluation	T

*International Acquisition (IA) is a career path in Program Management. The Manpower and Personnel System Code is “1” except for Navy Military which is “J.” Persons in IA coded

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positions must meet Program Management Level III certification requirements and the mandatory IA training courses. Individuals cannot become certified in IA.

The following Position Categories are not used in DON: Auditing; Program Management Oversight; and Education, Training, and Career Development.

[AT&L Position Category Descriptions](http://www.dau.mil/workforce/pcds.asp) can be found on the DAU website at:
<http://www.dau.mil/workforce/pcds.asp>

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Appendix F Required Certification Levels

Grade/Pay Band or Rank	AT&L Position Certification Level (all but SPRDE-PSE)	AT&L Position Certification Level (SPRDE-PSE)
Active Component 0-5 and above, Civilian ES, ST, SL	Level III	Level III
Active Component 0-4 ; all Reserve Component Officers	Level II	
Active Component 0-1 through 0-3	Level I	
Active Component Enlisted E-4 and above if in Contracting, E-6 and above if other than Contracting	Level I or II	
GS-14 and above. NSPS: YA-3, YC-3, YD-3, YF-3, YE-4. DoD Acq Demo: NH-4. NRL Demo: NP-4/5, NR-5, NO-5. NAVSEA Warfare Center Demo: ND-5/6, NT-5. Alternative Personnel System-China Lake: DP-4/5.	Level II or III	Level III
GS-12 through 13. NSPS: YA-2, YB-3, YC-2, YD-2, YF-2, YE-3. DoD Acq Demo: NH-3, NJ-4. NRL Demo: NP-3, NR-4, NO-3/4. NAVSEA Warfare Center Demo: ND-4, NT-4. Alternative Personnel System-China Lake: DP-3, DT-3, DS-3, DA-3.	Level I, II, or III	
GS-5 through 11. NSPS: YA-1, YB-1 & 2, YC-1, YD-1, YF-1, YE-2, YB (all levels). DoD Acq Demo: NH-2, NJ-2/3. NRL Demo: NP-2, NR-2/3, NO-2, NC (all levels). NAVSEA Warfare Center Demo: ND-2/3, NT-2/3, NG (all levels). Alternative Personnel System-China Lake: DP-1/2, DT-1/2, DS-1/2, DA-1/2.	Level I or II	

Notes:

1. CAPs and KLPs require Level III certification or the highest certification level identified for the Position Category.
2. Not all Position Categories offer all levels of certification. Refer to the DAU catalog for currently allowed certification levels.

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Appendix G Acquisition Corps Membership Criteria

<p>EDUCATION: Degree and credit hours <i>must be recorded on a college transcript</i> 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</p>	<p>One of the following:</p> <p><input type="checkbox"/> Baccalaureate degree from an accredited educational institution, <i>or</i></p> <p><input type="checkbox"/> On 1 October, 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.</p> <p>(NOT AVAILABLE) Possess significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience, as determined by the CAE in accordance with criteria approved by the AT&L Workforce Senior Steering Board. (DOD standard criteria under development).</p> <hr/> <p>One of the following:</p> <p><input type="checkbox"/> 24 semester credit hours from among the following disciplines: <i>accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management.</i></p> <p><input type="checkbox"/> 24 semester credit hours in the person’s career field and 12 semester credit hours in the disciplines listed above in italics. Credit hours within the person’s career field may also satisfy the requirement for part or all of the 12 credit hours “in the disciplines listed above.” The same hours may be used to meet both requirements.</p> <p><input type="checkbox"/> 24 semester credit hours in the person’s career field and training equivalent to 12 semester credit hours in the disciplines listed above in italics.</p> <p><input type="checkbox"/> On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.</p>
<p>CERTIFICATION LEVEL</p>	<p>One of the following:</p> <p><input type="checkbox"/> DOD civilian employee or military member certified at Level II or above in an AT&L Career Field.</p> <p><input type="checkbox"/> Individual from outside DOD selected for a critical acquisition position – qualified for certification at AT&L career level II or above.</p>
<p>POSITION AND RANK</p>	<p>One of the following:</p> <p><input type="checkbox"/> DON Civilian applicant: Must occupy a designated DON AT&L position requiring Level III certification or highest certification level identified for the career field.</p> <p><input type="checkbox"/> DON Military applicant: Must be a Marine Corps Major or Navy Lieutenant Commander or higher.</p> <p><input type="checkbox"/> Non-DON applicant: Must be tentatively selected for a DON Critical Acquisition Position.</p>
<p>EXPERIENCE</p>	<p><input type="checkbox"/> 4 years of service in an AT&L position either in the DOD or in a comparable position in industry or government.</p> <ul style="list-style-type: none"> • Up to 12 months of time spent pursuing a program of training or education in acquisition may be substituted for an equal amount of acquisition experience. • For Unrestricted Line (URL) Officers only: up to 18 months of acquisition experience may be credited for the same amount of time in a command tour when responsibilities demonstrate program management competencies such as planning, execution, business acumen, resource management and interface with the materiel establishment(s).
<p>Other</p>	<p><input type="checkbox"/> CDR command screen for Surface Warfare and Submarine Warfare officers only.</p>

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Appendix H Special Statutory Requirements for AT&L Positions

Position	Statutory Requirement
Flag General Officers and SES	<ul style="list-style-type: none"> • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP.
Program Executive Officer (PEO) <i>(This is a KLP)</i>	<ul style="list-style-type: none"> • 10 years acquisition experience in an AT&L position, at least 4 years of which performed while assigned to a CAP. • Served as a PM or DPM. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU Executive PM Course: PMT 402 (or predecessor course PMT 303). • Tenure period: 3 years or as tailored by ASN(RDA). • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
PM for MDAPs (ACAT I/IA) <i>(This is a KLP)</i>	<ul style="list-style-type: none"> • 8 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU Executive PM Course: PMT 402 (or predecessor course PMT 303). • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements. • Requires that the ASN(RDA) consult in advance with the Defense Acquisition Executive.
DPM for MDAPs (ACAT I/IA) <i>(This is a KLP)</i>	<ul style="list-style-type: none"> • 6 years acquisition experience with at least 2 years in a program office or similar organization. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU Executive PM Course: PMT 402 (or predecessor course PMT 303). • Tenure period: Milestone closest to 4 years or as tailored by ASN(RDA) based on unique program requirements.
PM for Significant Non-major Programs (ACAT II) <i>(This is a KLP)</i>	<ul style="list-style-type: none"> • 6 years acquisition experience. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU Executive PM Course: PMT 402 (or predecessor course PMT 303). • Tenure period: 3 years or as tailored by ASN(RDA).
DPM for Significant Non-major Programs (ACAT II)	<ul style="list-style-type: none"> • 4 years acquisition experience. • DAU PM Course: PMT 352 <u>and</u> PMT 401 (or predecessor course PMT 301 or PMT 302). • DAU Executive PM Course: PMT 402. • Tenure period: 3 years or as tailored by ASN(RDA).

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Position	Statutory Requirement
Civilian GS-1102 (and similar military positions)	<ul style="list-style-type: none"> • Contracting Special Statutory Requirements and exceptions to those requirements are addressed in the Defense Federal Acquisition Regulation, Subpart 201.603, Selection, Appointment, and Termination of Appointment. • Baccalaureate degree from an accredited educational institution. • 24 semester credit hours (or the equivalent) in any of the following disciplines: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organizational management. • Exceptions to education requirements: The above education requirements do not apply to a DOD employee or member of the Armed Forces who: <ul style="list-style-type: none"> ○ Served as a contracting officer with authority to award or administer contracts in excess of the Simplified Acquisition Threshold on or before September 30, 2000. ○ Served in an 1102 positions (or comparable military position) on or before September 30, 2000. ○ Enlisted service members are certified under the authority of USC 10, Chapter 87, Section 1724(f) and do not require a baccalaureate degree.
Contracting Officers that Award or Administer Contracts above the Simplified Acquisition Threshold	<ul style="list-style-type: none"> • Complete all contracting courses required for the grade. • 2 years of experience in a contracting position. • GS-1102 education requirements for a degree and 24 semester hours. • Meet 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 GS-1102 (and similar military positions).

Appendix I AT&L Position Requirements

Position	Position Requirements
General AT&L Positions	AT&L career field certification at the level established for the AT&L position.
	Special Statutory requirements as described in Appendix H.
	80 hours of continuous learning activities bi-annually, with a goal of participating in at least 40 hours annually.
CAP (Non-KLP) Positions (These are in addition to General AT&L Position Requirements)	Member of the Acquisition Corps.
	Level III Certification in primary career field.
	3-year tenure period.
KLP (These are in addition to General AT&L Position Requirements)	Member of the Acquisition Corps.
	Level III Certification in primary career field
	3-year tenure period for all except DRPM/DDRPM and ACAT I PM/DPM.
	4-year tenure period for DRPM/DDRPM and ACAT I PM/DPM. Tenure may be tailored by ASN(RDA) in exceptional circumstances.

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Appendix J Slating and Selection Process

POSITION MANAGEMENT	PEO	DPEO	DRPM	DDRPM	ACAT I PM	ACAT I DPM	ACAT II PM	ACAT II DPM	ACAT I/II Equivalent PMs & Maj. Acquisition Shore Command COs/CDRs
ASN(RDA) manages selection process and selection.	X		X						
ASN(RDA)/USD(AT&L) consultation required for selection.	X		X (ACAT ID Only)			X (ACAT ID Only)			
ASN(RDA) approves the selection. Nomination package sent to ASN(RDA) via the DACM.					X		X		
ASN(RDA) approves the selection when a waiver is required (nomination package w/waiver sent via the DACM).		X		X		X		X	X
PEO/DRPM/Systems Commander approves the selection when selectee meets all DAWIA requirements.		X		X		X		X	X
Slating Panel required. Members must be Flag, General Officer, and SES.					X		X		
Military/civilian candidates required in slate.					X		X		
Slating procedures determined by the Systems Commander/ PEO/ DRPM.		X		X		X		X	X
Position Tenure: milestone closest to 4 yrs or as tailored and approved by ASN(RDA).			X	X	X	X			
Position Tenure: 3 yrs	X	X					X	X	X

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Appendix K ACAT I/IA/II PM Candidate Information Sheet

Program Name: _____ **ACAT:** _____

Position Title: _____ **Position Grade/Rank:** _____

Nominee Name: _____ **Nominee Grade/Rank:** _____

Nominee Current Position: _____

Nomination Justification: _____

Education (Degree, Year, Major, Institution): _____

Defense Acquisition Corps Membership (Y/N, Date): _____

DAWIA Career Field Certifications: _____

Program Management Courses:

<u>Course No.</u>	<u>Course Title</u>	<u>Date Completed</u>
PMT 301	The Program Management Course (PMC)	_____
PMT 302	The Advanced Program Management Course (APMC)	_____
PMT 352	The Program Management Office Course	_____
PMT 401	The Program Manager Course	_____
PMT 402	Executive Program Managers Course	_____

Summary of Acquisition Experience:

<u>Position</u>	<u>DAWIA Pos Cat.</u>	<u>Grade/Rank</u>	<u>Start Mon/Yr</u>	<u>End Mon/Yr</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Months Acquisition Experience _____

Waivers Required Prior to Assignment: _____

Appendix L 24 Hours of Business – What Counts?

This appendix lists business (acquisition) fields of study and the types of course that are typically found in the corresponding field normally associated with Business related degree programs.

This is a guide and not intended to be an inclusive list.

Accounting

Cost Accounting Standards

Business Finance

Business Communications
Business and Personnel
Business Statistics
Cost Analysis
Financial Cost Management
Financial Planning and Analysis
Inventory Management
Resource Planning
Risk Analysis

Contracts

Acquisition Contracting
Acquisition Management
Business Communications in Contract
Writing
Business Contract law
Contract Administration
Contract Law
Contract Management
Contract Pricing and Negotiation
Contracting Management
Cost & Price Analysis
Government Contracting
Government Contract Law
Procurement
Procurement and Contracting
Procurement Management

Law

Commercial or Business Contracts
Contract Law

Economics

Cost and Price Analysis
Cost Analysis
Economic Analysis
Economic Principles and Decision
Marking
Economics and Financial Management
Economics

Industrial Management

Automated Systems in Logistics Mgmt
Civil Engineering Management
Environmental Management
Engineering and Analysis
Logistics Management
Logistics and Materiel Management
Manufacturing Management
Materiel Acquisition Process & Support
Systems
Property Disposal Management
Supply Management
Systems Management
Systems Engineering Technology
Warehousing Operations

Marketing

Marketing Principles
Market Research
Marketing Management Strategy
Distribution
Packaging
Consumer Behavior
International Marketing

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Organization & Management

Advanced Management (Math)
Business
Business Administration
Business Management
Business and Personnel Management
Computer Programming
Computer Programming & Systems Development
Computer Sciences, Data Processing
Data Entry and Automated Systems Input
General Management
Human Resource Development
Leadership and Group Decision Process
Management Science
Management & Leadership
Managerial Analysis
Manpower Management
Materiel Management
Methods of Adult Education
Organizational Behavior
Personnel Administration
Principles of Management
Quality and Reliability Assurance
Research and Development Management
Strategic Management
Survey of Program Operations

Purchasing

Basic Purchasing

Quantitative Methods

Business Statistics
Computer Science
Decision Risk Analysis
Operations Research
Probability Statistics
Quantitative Analysis
Statistics

Appendix M DAWIA Enhancing Degrees

Business and scientific fields of study enhance the capabilities of acquisition professionals. The table below identifies common fields of study and topics that are considered as DAWIA enhancing degrees. The table is not intended to be all-inclusive.

Field of Study	Includes But Not Limited To:	
Business Business Administration Business Management	Accounting Finance Economics Business Law	Marketing Communications Contracting Data Processing
Management	Industrial Management Supply Chain Management Environmental & Health Human Resource Management	Systems (Program) Mgt Public Administration Water Resource Management Transportation
Engineering	Civil Industrial Chemical Computer Electrical Community Planning Bioengineering Aerospace	Architectural Aeronautical Astronautical Agricultural Mechanical Geophysical Systems Design
Physical Sciences	Chemistry Physics Geology Nuclear Physics	Biology Psychology Oceanography
Computer Sciences	Mgt Information Systems	Data Processing
Mathematics	Statistics Quantitative Analysis	Operations Research

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Appendix N Creditable CL Activities & Points

CREDITABLE ACTIVITIES	POINT CREDIT
Training Activities Courses/Modules	
DAU Courses/Modules	10 per CEU (see DAU catalog) or
Awareness Briefing/Training — no testing or assessment associated	1/2 point per hour of instruction
Continuous Learning Modules — testing or assessment associated	1 point per hour of instruction
Other Functional Training	1 point per hour of instruction
Leadership or Other Training	1 point per hour of instruction
Equivalency Exams	Same points as awarded for the course
Educational Activities	
Quarter Hour	10 per Quarter Hour
Semester Hour	15 per Semester Hour
Continuing Education Unit (CEU)	10 per CEU
Experience	
On-the-Job Experiential Assignments	Maximum of 20 points per year
Rotational Assignments	5 points per month up to 40 points per year
Training With Industry	5 points per month up to 40 points per year
IPT/Special Project Leader	Maximum of 15 points per year
IPT/Special Project Member	Maximum of 10 points per years
Mentor	Maximum of 5 points per year
Professional Activities	
Professional Exam/License/Certificate	10-30 points
Teaching/Lecturing	2 points per hour; maximum of 20 points per year
Symposia/Conference Presentations	2 points per hour; maximum of 20 points per year
Workshop Participation	1 point per hour; maximum of 8 points per day and 20 points per year
Symposia/Conference Attendance	1/2 point per hour; maximum of 4 points per day and 20 points per year
Publications	10 to 40 points

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Appendix O Typical Civilian Occ Series/Position Category Guide

Occupational Series Title	Occupational Series	BUS-CE (P)	BUS-FM (K)	CON (C) Requires baccalaureate degree	FE (F)	I/CPM (D)	IT (R)	LCL (L)	PQM (G) or (H)	PM (A)	PP (E)	SPRDE-PSE (W) Requires baccalaureate degree	SPRDE-SE (S) Requires baccalaureate degree	SPRDE-S&T MGR (I) Requires baccalaureate degree	T&E (T) Requires baccalaureate degree
Safe/Occ Health Management	18				X										
Community Planning	20				X										
Environmental Protection Specialist	28				X										
Psychology	180											X	X		
Archeology	193				X										
Program Management	340									X					
Management and Program Analysis	343	X	X					X	X	X					
Logistics Management	346							X							
Telecommunications	391						X								
General Biological Science	* 4xx				X								X		
Financial Administration and Program	501		X												
Financial Management	505		X												

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Occupational Series Title	Occupational Series	BUS-CE (P)	BUS-FM (K)	CON (C) Requires baccalaureate degree	FE (F)	I/CPM (D)	IT (R)	LCL (L)	PQM (G) or (H)	PM (A)	PP (E)	SPRDE-PSE (W) Requires baccalaureate degree	SPRDE-SE (S) Requires baccalaureate degree	SPRDE-S&T MGR (I) Requires baccalaureate degree	T&E (T) Requires baccalaureate degree
Accounting	510		X												
Budget Analysis	560		X												
Industrial Hygiene	690				X										
Engineering & Architecture Group	* 8xx	X			X			X	X	X		X	X	X	X
Interior Design	1008				X										
Gen Business and Industry	** 1101	X	X		X				X						
Contracting	1102			X											
Industrial Property Management	1103					X									
Purchasing	1105										X				
Industrial Specialist	1150								X						
Production Control	1152								X						
Realty	1170				X										
Appraising	1171				X										

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Occupational Series Title	Occupational Series	BUS-CE (P)	BUS-FM (K)	CON (C) Requires baccalaureate degree	FE (F)	I/CPM (D)	IT (R)	LCL (L)	PQM (G) or (H)	PM (A)	PP (E)	SPRDE-PSE (W) Requires baccalaureate degree	SPRDE-SE (S) Requires baccalaureate degree	SPRDE-S&T MGR (I) Requires baccalaureate degree	T&E (T) Requires baccalaureate degree
Physical Sciences Group	* 13xx				X							X	X	X	X
Mathematics and Statistics Group	* 15xx	X	X				X					X	X		X
Equipment Specialist	1670							X	X						
Training Instruction	1712							X							
Instructional Systems	1750												X		
Quality Assurance	1910								X						
General Supply	2001							X							
Supply Program Management	2003							X							
Inventory Management	2010							X							
Packaging	2032							X							
Traffic Management	2130							X							
Information Technology Management	2210						X								

* For this occupational group, only those positions in series that require a degree may be designed in Position Categories that require a degree.

** For the 1101 occupational group: 1101 positions in the Contracting Professional Development Program (CPDP) may be designated in the Contracting Position Category. CPDP participants are targeted to 1102 positions.