

DEFENSE COMMISSARY AGENCY
Fort Lee, Virginia 23801-6300



***DeCA IMPLEMENTATION OF THE DEFENSE
ACQUISITION WORKFORCE IMPROVEMENT
ACT (DAWIA)***

DECEMBER 1994



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Acquisition Management

DeCA IMPLEMENTATION OF THE DEFENSE
ACQUISITION WORKFORCE IMPROVEMENT ACT (DAWIA)

AUTHORITY: Defense Commissary Agency Directive Management Program is established in compliance with DoD Directive 5105.55, Defense Commissary Agency (DeCA), November 1990.

MANAGEMENT CONTROLS. The OPR has determined that this handbook does not contain Management Control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

APPLICABILITY: This handbook is applicable to Headquarters, Service Centers, and Regions.

HOW TO SUPPLEMENT: This handbook may not be supplemented. However, suggested changes may be submitted to DeCA/AM.

HOW TO ORDER COPIES: Regions needing additional copies will contact the OPR (HQ DeCA/AM).

SUMMARY: This handbook contains guidance for DeCA implementation of DAWIA.



BY ORDER OF THE DIRECTOR

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Chapter 1

GENERAL POLICIES AND RESPONSIBILITIES

1-1. POLICY:

a. This handbook establishes a uniform approach to the accession, development, and retention of employees in the acquisition workforce within the Defense Commissary Agency (DeCA).

b. Positions are designated as acquisition positions if they are within the DoD acquisition system, are established to perform an acquisition function as described in DoD Instruction 5000.58, and require the mandatory training as described in DoD Manual 5000.52M. Position descriptions will determine whether the position is included in the acquisition workforce.

c. The DoD Acquisition Career Management Program (ACMP) establishes standards for the career development of employees in acquisition positions by setting standards for education, training, and experience, and by certifying the attainment of those standards.

d. It is DeCA policy to support the ACMP in order to provide opportunities which will increase the effectiveness and proficiency of the acquisition workforce.

1-2. PURPOSE AND SCOPE:

a. To establish DeCA policy, responsibilities, and procedures for the ACMP in accordance with the references listed at Appendix B.

b. To provide information and procedures on implementing the Defense Acquisition Workforce Improvement Act (DAWIA) to include: determining acquisition positions, including critical acquisition positions; certifying the education, training, and experience of the acquisition workforce; selecting members of the Acquisition Corps; and training and educating the workforce.

1-3. RESPONSIBILITIES:

a. The Director of DeCA is responsible for:

(1) Ensuring that a DeCA Acquisition Career Program Board (ACPB) structure is established to implement provisions of the DAWIA.

(2) Ensuring commitment of resources to implement the provisions of DAWIA.

(3) Ensuring the DeCA ACMP is evaluated for compliance with the provisions of the DAWIA.

(4) Ensuring uniform DoD procedures for acquisition career management are followed throughout the agency.

(5) Serving on the DoD ACPB.

b. The DeCA ACPB is responsible for:

- (1) Establishing overall policy for the DeCA ACMP.
 - (2) Reporting to the Deputy Director, DoD Acquisition Career Management (DDACM), as required, on progress in meeting DAWIA requirements.
 - (3) Executing the responsibilities described in Chapter 2, DeCA ACPB.
- c. Director of Acquisition Management is responsible for:
- (1) Establishing policy and centrally managing the DeCA ACMP.
 - (2) Communicating DeCA-wide acquisition workforce training requirements to DoD.
 - (3) Allocating authorized training quotas.
 - (4) Maintaining a DeCA acquisition workforce database.
 - (5) Determining positions which are in the acquisition workforce and identifying appropriate career paths for each position.
 - (6) Reviewing and recommending exceptions to the DDACM for using the Central Referral System.
 - (7) Serving as the chair for the DeCA ACPB.
 - (8) Endorsing waivers/fulfillments for Acquisition Corps selections.
 - (9) Approving acquisition workforce certifications for DeCA personnel.
- d. Region/Service Center Contracting Chiefs/Headquarters Division Chiefs are responsible for:
- (1) Ensuring requests for certifications are accomplished.
 - (2) Functioning as the endorsing official for certifications and any waivers/fulfillments requested as part of the certification process.
 - (3) Ensuring that both civilian and military personnel attend training.
 - (4) Surveying local sources for training quotas to augment those obtained by DeCA/AM.
- e. Employees will be responsible for:
- (1) Providing documentation to the appropriate reviewing or endorsing official to support certification.
 - (2) Requesting waivers/fulfillments and providing documentation, when appropriate.
 - (3) Participating fully in mandatory training and education program.
 - (4) Actively participating in career planning with supervisor.

Chapter 2

DeCA ACQUISITION CAREER PROGRAM BOARD (ACPB)

2-1. DeCA ACPB STRUCTURE:

a. Membership: Three members will serve on the DeCA ACPB. The board may be expanded to include representatives from other functional areas if/when it is determined that they are part of the DeCA acquisition workforce. Board members or designees must be of a grade at least equal to that of the personnel reviewed by the board. The collective authorities and responsibilities of the ACPB cannot be further delegated.

Director, Acquisition Management
Director, Personnel and Training
Director, Information Resources Management

b. Chair: The Chairperson will be the Director, Acquisition Management or designee.

c. Meeting schedule:

(1) The DeCA ACPB will meet at least twice annually at the call of the Chair, and immediately prior to the OSD/Defense Agency ACPB meetings.

(2) The Chair will call more frequent meetings as required to handle Acquisition Career Program issues.

2-2. RESPONSIBILITIES:

a. The Chair will be responsible for:

(1) Scheduling meetings.

(2) Soliciting issues from board members to develop and distribute meeting agendas.

(3) Ensuring that minutes of meetings are published and distributed.

(4) Signing documents for the board, e.g., waiver approvals.

(5) Advising the Deputy Director of Acquisition Career Management (DDACM) of DeCA ACPB activities.

(6) Advising DeCA Director on DeCA ACPB activities.

(7) Providing copies of approved Acquisition Corps waivers and supporting documentation to the DDACM.

b. The DeCA ACPB will be responsible for:

(1) Approving requests for membership in the OSD/Defense Agency Acquisition Corps.

- (2) Approving or disapproving requests for waiver/fulfillment of Acquisition Corps education, training, and/or experience requirements.
- (3) Approving or disapproving requests for waiver of 1102 personnel qualification requirements.
- (4) Confirming or validating the experience qualifications of tentatively selected non-DoD candidates for critical acquisition positions.
- (5) Endorsing/disapproving critical acquisition position waivers/fulfillments and submitting to the DDACM for final approval.
- (6) Confirming Acquisition Corps membership of tentatively selected non-DoD candidates for a critical acquisition position.
- (7) Reviewing reassignment of critical acquisition position incumbents who have been assigned to the same position for 5 consecutive years and recommending appropriate action.
- (8) Forwarding DD Forms 2587, Department of Defense Acquisition Corps Certification of Admission (Figure 1 - Appendix A) to the DDACM.
- (9) Forming ad hoc work groups and DeCA ACPB subcommittees as needed to handle Acquisition Career Program issues.
- (10) Formulating and recommending acquisition workforce career management policies to the Director, DeCA for recommendation or discussion before the DoD ACPB.
- (11) Monitoring and evaluating career program effectiveness, uniformity and compliance with DAWIA.
- (12) Formulating and recommending any DeCA unique certification standards to the Director, DeCA, or designee, e.g., GS/GM-1102s (serving in region merchandising branch)
- (13) Developing agency career program positions on such matters as Inter-Acquisition Corps rotations, agency job exchange programs, and unique job developmental programs for Acquisition Corps members for presentation to DoD functional boards.
- (14) Monitoring career development of military members assigned to DeCA acquisition positions.
- (15) Arbitrating disputes over positions for inclusion in the acquisition workforce.

Chapter 3

CERTIFICATION PROCEDURES

3-1 GENERAL:

a. Certification is a process through which a determination is made whether or not an individual meets all education, training and experience standards established for a career field or position or for membership in the Acquisition Corps. It is required at Level I (GS-5/8), II (GS-9/12), and III (GS/GM-13 and above) within each acquisition career field. Certification is approved on an individual basis.

b. Acquisition workforce employees should meet certification standards before assignment to positions to which certification standards apply.

c. If an employee is selected to fill a position having certification requirements, but does not meet those requirements, the employee will have 18 months to meet the standards or to obtain prerequisite waiver/fulfillment. Employees have only a 6-month period to meet mandatory requirements for critical acquisition positions.

d. Employees may apply for certification in a career field other than their current field; e.g., an employee serving as a GS-1102 in Contracting may also apply for certification in one or more of the Quality Assurance career fields.

e. Once certified at a particular level, an employee remains certified at that level regardless of any new requirements made effective after the date the employee was certified. The only exception is new training and education requirements designated as "continuing." Employees will have 36 months to meet the new requirements, obtain a waiver/fulfillment, or be decertified.

f. Employees at Level II or III need only meet the mandatory DAWIA training requirements for certification at the level to which they are currently assigned, including any course prerequisites. In addition to the training required for certification, DeCA policy requires that all acquisition personnel broaden their knowledge and expertise by completing both pre- and post-award training. This means that employees currently performing pre-award functions must complete pre- and post-award training and vice versa for post-award personnel. People in the cost/price career path would also be required to complete both pre and post award courses.

g. Certification does not imply that an employee has met other special requirements related to a specific job announcement.

h. Military members, occupying a DeCA acquisition position, will be certified by their Service.

i. The Chief, Contracting or HQ/AM Division is responsible for reviewing the certification status of all acquisition workforce employees at least annually. Additional reviews will be made, as needed, based on promotions, reassignments or the establishment of new DAU continuing training and education requirements, etc.

j. Copies of approved certifications (DeCAF 10-13) will be provided to employees through the reverse chain of command. Copies will also be forwarded to the servicing civilian personnel office by the Chief, Contracting or HQ/AM Division.

k. Unless previously certified, any employee appointed, promoted, assigned or detailed (in excess of 120 days) to a position covered by a certification standard will be reviewed for certification within 30 days of the effective date of the action.

l. The certification review of civilians at the GS/GM-13 level or above will be completed prior to or concurrent with the review of that individual for selection for membership in the Acquisition Corps.

m. The civilian personnel office will update the automated personnel system to record employee certification levels.

3-2. **ELIGIBILITY AND CERTIFICATION REQUIREMENTS:** All DoD acquisition workforce personnel are eligible for certification. Currently DeCA personnel comprise only two of the twelve designated acquisition career fields; contracting and purchasing. The number of DeCA acquisition personnel could be expanded by including other career fields whose job descriptions include specialized acquisition functions. Acquisition personnel must meet the following requirements for certification:

a. **Education Requirement:** Level I (GS-5/8), II (GS-9/12), III (GS/GM-13 & above)
Contacting career field: Baccalaureate Degree (as of October 1, 1993) or 24 semester credit hours (or equivalent) of study from an accredited institution of higher education from among these disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or passed equivalent examinations, such as DANTES; or, as of October 1, 1991, possess at least 10 years experience in acquisition or comparable positions in other government agencies or the private sector.

b. **Experience Requirement:**

Level I (GS-5/8)	1 year contracting
Level II (GS-9-12)	2 years contracting
Level III (GS/GM-13 above)	4 years contracting

c. **Mandatory Training Requirement:**

Level I	Contracting Fundamentals (CON 101) Contract Pricing (CON 104)
Level II	Government Contract Law (CON 201) Intermediate Contracting (CON 211) - only required for Pre-Award personnel Intermediate Contract Administration (CON 221) - only required by Post-Award personnel Intermediate Contract Pricing (CON 231) - required for all Level II personnel Automated Information Systems (AIS) Contracting (CON 241) - only required for

personnel involved in acquisition of FIP resources.

Level III

Executive Contracting (CON 301)

Executive Pre-Award Contracting (CON 311)
- only required for Pre-Award personnel

Executive Contract Administration (CON 321)
- only required for Post-Award personnel

Executive Cost and Price Analysis (CON 331)
- only required for Cost and Price personnel

3-3. GRANDFATHERING: The following employee classifications are grandfathered for the purpose of satisfying the DAWIA requirements:

a. Contracting Officers and GS/GM-1102s serving on October 1, 1993, need not meet education/experience/training certification standards and can continue in current or other job at same grade.

b. Employees with 10 years acquisition experience on October 1, 1991, need never meet education standards to be a Contracting Officer/GS/GM-1102/Acquisition Corps member.

c. Individuals with less than 10 years acquisition experience on October 1, 1991, may meet Acquisition Corps education standards by equivalency testing.

d. Persons encumbering Critical Acquisition Positions on October 1, 1992, may continue to serve in those positions without being an Acquisition Corps member.

3-4. APPLICATION FOR CERTIFICATION:

a. Employee completes the DeCAF 10-13, Acquisition Personnel Certification/Waiver Form (Figure 2 - Appendix A), which includes the applicable acquisition career path worksheet, attaches documentation showing how requirements for certification are met and submits to the Chief, Contracting or HQ/AM Division.

b. The Chief, Contracting or HQ/AM Division reviews the certification request and attachments and if the request complies with the certification requirements, recommends certification approval and forwards to HQ, Director, Acquisition Management for certification approval/disapproval. If an application for certification is not recommended for approval because of deficiencies in the experience/education/training, the request will be returned to the employee with the rationale for non-recommendation.

c. Endorsed requests are forwarded to the Director, Acquisition Management for approval/disapproval.

d. Certification requests for Contracting and HQ/AM Division Chiefs will be submitted directly to the Director, Acquisition Management for endorsement. Disapproved application requests will be returned with rationale through the appropriate Region/Service Center Director/Commander or Director, Acquisition Management.

3-5. WAIVER OF REQUIREMENTS: (See Chapter 8)

3-6. RECERTIFICATION: Currently, certified employees may require recertification based on change in status resulting from experience, education or training acquired since their previous certification review

3-7. PROCEDURES:

a. Requests for recertification should be submitted using DeCAF 10-12, DAWIA Recertification Form (Figure 3 - Appendix A).

b. The required endorsements and approvals are identical to those described in paragraph 3-4.

Chapter 4

WORKFORCE TRAINING AND EDUCATION

4-1. GENERAL:

a. DeCA will provide training and education opportunities to fully develop the skills, knowledge and abilities of the acquisition workforce. The agency supports training and development activities which improve the proficiency of the workforce in their current positions and in future career progression. The agency offers training and development which will broaden the skills and experiences of the employee, particularly as they progress through their career path.

b. Individuals with less than 10 years acquisition experience on October 1, 1991, who cannot satisfy the DAWIA education standards under the grandfathering provisions may meet certification and Acquisition Corps requirements by passing equivalency examinations such as DANTES.

4-2. EQUIVALENCY TESTING & THE DANTES PROGRAM:

a. The Defense Activity for Non-Traditional Education Support (DANTES) Program is an alternative method for complying with the education requirements for certification and/or Acquisition Corps membership described in Chapters 3 and 5. DANTES is the sponsor for the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSSTs) and administers the testing programs for nine (9) specialized subjects which may be used to satisfy the 24 semester credit hours in business. These examinations include:

Accounting	DSST 525 - Principles of Financial	3 credits Accounting
Bus Finance	DSST 524 - Principles of Finance	3 credits
Economics	CLEP 036 - Intro to Macroeconomics	3 credits
	CLEP 037 - Intro to Microeconomics	3 credits
Law	DSST 534 -Basic Law II	3 credits
Marketing	DSST 549 -Basic Marketing	3 credits
Org & Mgmt	DSST 530 -Pers/Human Resources	3 credits
Mgmt	DSST 531 -Org Behavior	3 credits
Quant Math	DSST 450 -Principles of Statistics	3 credits

b. Everyone in the acquisition workforce who needs to meet the 24 business credit standard is eligible to participate in the DANTES Program. The location and telephone numbers of test centers nearest DeCA activities are provided below:

DeCA Headquarters/East Service Center - Army Education Center, Fort Lee, VA, DSN 687-

2606

Northeast Region - Army Education Center, Fort Meade, MD, DSN 923-7880/6421

Central Region - Navy Campus Office, Education Center Norfolk, VA, DSN 564-7090

Southern Region - Education Services, Maxwell AFB, Montgomery, AL, DSN 493-5959

Midwest Region/West Service Center - Commander SA ALC DPUE, Kelly AFB, San Antonio, TX, DSN 945-7317

Southwest Region - Commanding General, Joint Education Center, MCAS El Toro, Santa Ana, CA, DSN 997-2568

Northwest Region - Army Education Center, Fort Lewis, WA, DSN 357-7174

4-3. INDIVIDUAL DEVELOPMENT PLANNING:

a. Career planning and development are essential to successful performance and to effective career progression. Therefore, the Individual Development Plan (IDP) is required for all acquisition personnel grade levels GS-5 and above. Supervisors and employees should use the DeCAF 10-15, Individual Development Plan (Figure 4 - Appendix A) to document the plan.

b. The IDP should include the development of skills and knowledge needed for the current position, for future positions or assignments, and for progression through the career path. The IDP should list formal training courses, academic education, developmental assignments and professional development activities.

4-4. PROCESS FOR MANAGING CIVILIAN TRAINING RESOURCES:

a. The planning for and use of training resources, i.e., funding and course quotas, is critical to meeting the requirements of the DAWIA. Directors/commanders and employees must ensure the effective use of money and quotas. The process for managing the program is described below.

(1) DeCA/AM will request all DAWIA mandatory and career enhancement courses required by all acquisition personnel for submission to the DDACM/DAU in response to each fiscal year's data call.

(2) The DDACM will distribute funds to DeCA annually. DeCA/AM will manage the acquisition training budget in conjunction with DeCA/RM and will allocate funds based on the prorated quotas distributed to the field contracting offices.

(3) Quotas will be allocated based on the following priorities:

(a) training required by law, i.e., critical acquisition positions (completion of training within 6 months after assignment);

(b) training required to qualify an employee for a position which they presently encumber (18 months to complete);

(c) training to become certified in their current grade/level;

(d) training required to meet Acquisition Corps admission standards;

- (e) training which is not required but desirable to enhance employee performance; and
- (f) training in positions not covered by mandatory requirements.

b. In situations where several candidates require the same course and qualify at the same training priority level, the supervisor will determine to whom the quota(s) will be assigned. Quota assignments should consider such objective discriminators as mission needs, seniority and equitable distribution of training resources.

c. After quota assignments are finalized, DD Forms 1556 for all quotas should immediately be prepared and submitted to the appropriate CPOs servicing DeCA personnel for signature/approval and entry in the Army Training Requirements and Resources System (ATRRS). ATRRS is the official DoD system used for administration of quotas and registration of students for resident and on-site training. CPOs should also be requested to provide a copy of the ATRRS Roster List (RL) screen when they return the signed DD Form 1556. The RL screen validates that the person has been entered in ATRRS on a reserved status. Copies of all DD Forms 1556 and RL screens are to be forwarded to DeCA/AMP to assist in management of the program.

e. If an employee fails to satisfactorily complete a course, the supervisor should review the situation in accordance with DeCA policies on conduct and/or performance management. Any student failure should be judged on the merits of the specific case. As a general rule, students should not be permitted to repeat a failed course more than once. The employee may be required to make up a failure on the employee's own time, at the employee's own expense, and where opportunities for such mode of instruction exist.

4-5. FULFILLMENT OF MANDATORY TRAINING REQUIREMENT:

a. DeCA's first priority is that employees complete all mandatory acquisition training required for their career path. However, when an employee has clearly demonstrated that he or she has met the standards through experience, education, or other alternative training programs, the employee may request fulfillment approval using the DD Form 2518, Fulfillment of DoD Mandatory Training Requirement (Figure 5 - Appendix A) through the appropriate endorsing/approving official. This form is used to document that the employee has gained the requisite skills and knowledge.

b. DoD Guide, ADS-93-01-GD, Mandatory Course Fulfillment and Competency Standards contains self-assessment forms listing the major competencies for each mandatory course. The employee will attach the self-assessment form(s), work description(s) or other suitable documentation, in sufficient detail, to satisfy the endorsing/approving officials that the skill and knowledge required for the granting of a fulfillment have been acquired. Before signing the DD Form 2518, the endorsing official may choose to interview the employee to determine how the employee meets the competencies through experience, training or education.

c. The Chief, Contracting or HQ/AM Division is designated the endorsing official for their acquisition staff. Fulfillment requests for Division Chiefs will be forwarded directly to the Director, Acquisition Management for approval/disapproval.

d. The DD Form 2518 and the self-assessment form(s) and supporting documentation will be submitted to the Director, AM for approval.

e. The approved DD Form 2518 is forwarded to the servicing CPO and is filed in the employee's official personnel folder (OPF).

f. Since the Director, Acquisition, Education, Training and Career Development (AET&CD) will audit DD Forms 2518, DeCA/AM will include a review of DD Forms 2518 as part of the its in-house PMR.

4-6. TUITION ASSISTANCE:

a. DeCA will support the completion of educational requirements to the extent possible with available resources. Where alternative educational requirements are listed (e.g., a lower number of credit hours in specialized courses in lieu of a degree), funding, if available, should only cover the minimum education necessary for an employee to meet the DAWIA standards for certification or Acquisition Corps admission. This does not include job related training which should be funded from other operational resources.

b. HQ/AM will include in its annual budget submission a funding request to support a DeCA Tuition Assistance Program. Program resources will be used for:

Level I/II/III Employees - completion of either 24 semester hours business or baccalaureate degree requirement, whichever alternative results in the lesser cost.

c. The priority system contained in DoD Regulation 5000.58-R for approving acquisition workforce tuition assistance is summarized below:

(1) First Priority - applies to civilian Contracting Officers and civilian 1102s, exempted from the DAWIA education requirements, who were incumbents on October 1, 1993 and lack 24 semester hour business credits in the designated disciplines.

(2) Second Priority - applies to employees in critical acquisition positions, exempted from the DAWIA education requirements, who were incumbents on October 1, 1993 and possess a bachelors degree, but lack the 24 semester hours business credits.

(a) An otherwise eligible employee, as defined in paragraph (c) (1) (2) above, shall not be denied tuition assistance based on their election not to undertake or satisfactorily complete equivalency testing, or their inability to obtain a waiver of requirements.

(3) Third Priority - applies to employees in critical acquisition positions, exempted from the DAWIA education requirements, who were incumbents on October 1, 1993 and do not possess a bachelors degree. Should funding be available to support tuition assistance leading to a bachelors degree for an employee in the group, DeCA will conduct merit competitions to select which employee will receive the tuition assistance. Payment for tuition assistance will conform in all other respects to OPM and OSD (P&R) requirements.

(4) Fourth Priority - applies to workforce employees currently assigned in a career field or position category for which there is no DAWIA education requirements.

(5) Fifth Priority - applies to new Level I/II acquisition employees to enhance recruitment pursuant to pay-for-degree policies and procedures authorized by the OPM and OSD (P&R).

(6) Sixth Priority - applies to employees not currently assigned to acquisition positions, but whose performance could be enhanced by developing competencies in the acquisition related subjects specified in the DAWIA.

4-7. PLANNING FOR MILITARY MEMBER DEVELOPMENT: The development of military members assigned to DeCA acquisition billets remains the responsibility of the parent Service.

Chapter 5

THE DEFENSE ACQUISITION CORPS

5-1. GENERAL:

a. Personnel serving in an acquisition workforce position at the GS/GM13 level or above may apply for membership in the Defense Acquisition Corps. A DeCA employee who requests and meets the basic DAWIA requirements for membership in the Defense Acquisition Corps will be granted membership. The Corps is comprised of civilian personnel in the Office of the Secretary of Defense and the DoD Components other than the Military Services.

b. Acquisition positions at the GS/GM14 and above within DeCA are designated critical acquisition positions. All critical acquisition positions are required to be filled by a member of the Defense Acquisition Corps after October 1, 1993.

c. Military members, occupying a DeCA acquisition billet, will be selected for Acquisition Corps membership by their Service.

d. The civilian personnel office will update the automated personnel system to record the employee's membership in the Corps.

e. If an applicant is not selected into the Corps, the DeCA ACPB will return the application to the employee with rationale for non-selection through the appropriate Chief, Contracting or HQ/AM Division. Notification of non-selection of a Chief, Contracting or HQ/AM Division will be returned through the appropriate Region/Service Center Director/Commander or Director, Acquisition Management.

5-2. ELIGIBILITY AND MEMBERSHIP REQUIREMENTS: Personnel are eligible to apply for the Corps when they meet the following four requirements:

a. Grade requirement: Is currently employed in a GS/GM13, or higher, acquisition position.

b. Education requirement: There are three ways to meet the education requirements as listed below.

(1) You must have:

(a) A baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; and

(b) 24 semester hours (or the equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or

(c) 24 semester hours (or the equivalent) of study from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in 5-2 b (1) above; or

(2) at least 10 years experience in acquisition positions, or, comparable positions in other government agencies or the private sector as of October 1, 1991. This method has been designated as the "grandfathering" provision; or

(3) Employees who on October 1, 1991, are serving in an acquisition position but lack the 10 years acquisition experience as described in 5-2b(2) above, can be admitted to the Acquisition Corps either by satisfactory completion of 24 semester hours credit in the disciplines indicated in paragraph 5-2b(1)(b) or by any non-duplicating combination of academic credit, or by equivalency exam credit or approved waiver. Alternately, Corps membership can be achieved by successful completion of 24 semester hours credit in the employee's career field and 12 semester hours credit from the disciplines listed in 5-2b(1)(b). (This provision is applicable only to current employees.)

c. Experience requirement: Have 4 years of experience in an contracting position in the DoD or in a comparable position in industry or government.

d. Mandatory training requirement: Candidates are evaluated on the basis of either Level II or III training requirements.

(1) Persons satisfying mandatory Level II training required for their career field by completion, waiver or fulfillment are eligible for Level II certification and Acquisition Corps admission.

(2) Persons satisfying mandatory Level III training required for their career field by completion, waiver or fulfillment are eligible for Level III certification and Acquisition Corps admission.

(3) The DeCA pre/post-award training standards described in Chapter 3 apply to the Acquisition Corps selection requirements.

5-3. APPLICATION FOR MEMBERSHIP:

a. Employees desiring to apply for the Acquisition Corps should submit their request for membership on DeCAF 10-14, Request for Membership in the Defense Acquisition Corps (Figure 6 - Appendix A) with the supporting documentation indicated on the form. Applications will be submitted through the appropriate Chief, Contracting or HQ/AM Division.

b. The Chief, Contracting or HQ/AM Division will perform an initial review of applications to ensure that all documentation is included and that applicants meet all requirements. Applications not meeting Corps requirements will be returned with appropriate rationale to the employee through the reverse chain of command.

c. Acquisition Corps applications for Contracting and HQ/AM Division Chiefs will be submitted directly to the Director, Acquisition Management for endorsement. Disapproved application requests will be returned with rationale through the appropriate Region/Service Center/HQ-AM director/commander.

d. Applications meeting the requirements will be forwarded to the Director, AM for endorsement; then this will be forwarded to the DeCA ACPB for consideration.

e. Upon favorable review of membership application, the Chair of the DeCA ACPB will sign the DD Form 2587 certifying admission which will be forwarded to the DDACM. The Corps member will receive a certificate of membership signed by the USD(A&T). Guidance for the presentation and control of Acquisition Corps certificates and lapel pins is provided below in paragraph 5-4.

f. The DeCA ACPB will send a copy of the signed DD Form 2587 to the employee through the reverse chain of command. A copy will also be forwarded to the servicing civilian personnel office by the Chief, Contracting or HQ/AM Division. Approved DD Forms 2587 for Contracting or HQ/AM Division

Chiefs will be forwarded to servicing personnel offices by the appropriate Region/Service Center/HQ-AM director/commander.

g. OUSD has informed Components that it will process Corps membership requests on a quarterly basis. Accordingly, applications must be received at DeCA by the 25th day of December-April-July-September for review, endorsement and submission to OUSD. Applications received after the cut-off date will be held for the next quarter. Based on this schedule it will take 60-90 days after transmission of the Acquisition Corps nominee list to OUSD for certificates and pins to be forwarded to DeCA for distribution to the newly selected Corps members. For example, applications received at DeCA by December 25 will be submitted to OUSD to meet its January 30 cut-off date. From this point it will take 30-60 days for OUSD to provide the certificates and pins to DeCA for presentation to Corps members.

5-4. PRESENTATION AND USE OF ACQUISITION CORPS CERTIFICATE AND PINS:

a. As required by OUSD guidance, directors/commanders shall arrange for the presentation of the Defense Acquisition Corps certificate and lapel pin in appropriate circumstances. Presentation of the memorabilia to Corps selectees by component directors/commanders is preferred; however, it is recognized that factors such as component size and geographic dispersion may warrant other arrangements. In any case, transmission of these memorabilia impersonally, e.g., through internal or external mail systems, is to be avoided.

b. Use of the Defense Acquisition Corps Membership Certificate and Lapel Pin, including the Corps emblem which appears thereon, is to be controlled. No reproduction or modification of the memorabilia or emblem shall be authorized except as approved in writing by the OUSD (A&T), normally following the review and recommended approval of the Acquisition Career Program Board Sub-Committee on Policy and Procedures. DeCA activities are welcome to suggest other appropriate uses of the memorabilia and emblem. Proposal should be submitted to OUSD (A&T) through the Director, Acquisition Management.

5-5 WAIVER OF REQUIREMENTS: (Chapter 8)

Chapter 6

WORKFORCE MOBILITY

6-1. DEFINITIONS:

a. Functional Mobility - the reassignment of any employee within the commuting area of the employee's duty station. In accordance with 5 U.S.C. and other OPM regulations, civilian employees are subject to functional reassignment, which may be involuntary if necessary, to support organizational missions. No conditions or agreements shall limit the authority of DeCA to direct such reassignments.

b. Geographic Mobility - the reassignment of any employee outside the normal commuting area of the employee's assigned duty station. These reassignments are voluntary and may be effected with only the consent of the employee.

6-2. ACQUISITION CORPS MOBILITY POLICIES:

a. The definitions expressed in 6-1 are applicable to the entire DeCA Acquisition workforce which encompasses the Acquisition Corps and CAPs.

b. The Central Referral System (CRS) established by the DoD is the primary means through which functional and geographic reassignment of Acquisition Corps members is promoted and effected.

c. Corps members are encouraged to seek opportunities for reassignment, promotion and career broadening assignments, both within and outside the commuting area of their duty station by participating in the CRS which is described in Chapter 7.

d. The DeCA ACPB will review the assignment of each CAP incumbent with 5 years of service in that position. The review will determine if the individual and DeCA would be better served by the functional reassignment of the employee to a different position. Based on that review, the ACPB will recommend appropriate action to the HQ/region director/commander who will report on follow-up actions as recommended by the ACPB.

e. DeCA ACPB will document its decision on the DD Form 2602, Department of Defense Critical Acquisition Position - Rotation Review Summary (Figure 7 - Appendix A).

f. A copy of the DD Form 2602 will be forwarded to the servicing personnel office through the chain of command.

g. The first reviews of CAPs will begin in November 1998 for all employees who by that date will have served in the same position for 5 years or more.

Chapter 7

CENTRAL REFERRAL SYSTEM

7-1. GENERAL:

a. The purpose of the Central Referral System (CRS) is to promote the availability of well qualified candidates for critical acquisition positions (CAPs) without regard to the geographic location of the applicants or the positions.

b. The CRS shall be the primary means by which functional, organizational, and geographic mobility of members of the Defense Acquisition Corps is promoted and effected.

c. The CRS shall function as the official information source for all CAP vacancies in all Department of Defense (DoD) Components outside the Military Departments.

d. The CRS is a voluntary system (for military and civilian) designed to ensure that all members of the Defense Acquisition Corps and other interested parties have access to recruitment opportunities for CAPs. All CAPs selections shall be in accordance with applicable statutes, Office of Personnel Management (OPM) regulations, and implementing component directives.

7-2. APPLICABILITY AND SCOPE:

a. The CRS shall be used when filling any civilian CAP position where competitive staffing procedures are used to attract, evaluate, and select personnel.

b. Certain internal actions (e.g., reassignments, reinstatements, repromotion, and temporary promotions and details to a higher grade of 120 days or less) of personnel to CAPs or CAP duties are not subject to the CRS.

c. No other CRS for CAPs will be established or used in DeCA.

7-3. PROCEDURES: The CRS Service Provider, Logistics Support Activity (LOGSA), Packaging, Storage and Containerization Center (PSCC), Tobyhanna, PA, will distribute critical acquisition position vacancy announcements to persons registered with that office. Registrants will receive vacancy announcements based on the grade(s), career field(s), occupational series and geographical preference(s) indicated on their form.

7-4. RESPONSIBILITIES:

a. Directors/Commanders Headquarters and Regions are responsible for:

(1) Ensuring that servicing CPOs process CAP vacancy announcements through the Service Provider (Tobyhanna).

(2) Developing and implementing procedures to assure that subscription information is provided to Acquisition Corps members.

b. Civilian Personnel Offices (CPOs):

- (1) Advertising CAPs for a minimum open period of 30 calendar days.
- (2) Designating the Defense Acquisition Corps as the minimum area of consideration for CAPs.
- (3) Providing the CRS Service Provider with a copy of each CAP position vacancy announcement.
- (4) Ensuring that each CAP announcement identifies the applicable career field and position category.
- (5) Submitting an advance copy of the vacancy announcement to the CRS Service Provider by facsimile or express delivery no later than 10 calendar days prior to the opening date of the announcement.
- (6) Ensuring timely receipt by the Service Provider by forwarding the vacancy announcement, at least 7 calendar days prior to the opening date, via a 1-day or overnight express delivery option.

c. CRS Service Provider is responsible for:

- (1) Distributing CAP vacancy announcements to registrants within the open announcement period.
- (2) Updating data elements, career fields, occupational groups and series to comply with ACMP instructions, CRS procedures and current vacancy announcements received.
- (3) Informing Office of the Director of Acquisition Career Management (DACM) of all CRS system changes, design modifications and acquisition workforce data updates.
- (4) Providing specific reports required by the DACM.

d. Prospective CRS registrants are responsible for:

- (1) Registering with the CRS to obtain announcements in accordance with the instructions contained in the CENTRAL REFERRAL SYSTEM booklet previously distributed to all DeCA acquisition offices.
- (2) Applying for critical acquisition positions adhering to the requirements specified in each vacancy announcement.

Chapter 8

WAIVER ADMINISTRATION

8-1. GENERAL:

a. Acquisition personnel will normally fulfill mandatory experience, education, and training requirements by job experience, course completions, or alternate methods such as fulfillments and equivalency exams. Therefore, waivers are discouraged.

b. Military members, occupying a DeCA acquisition billet, will have waivers of DoD requirements approved by their parent Service.

8-2. WAIVER AUTHORITY:

a. The DACM will approve waiver requests for the following:

- (1) Assignment of SES or contracting officials to a CAP.
- (2) Three-year assignment period to a critical acquisition position.

b. The DeCA ACPB will approve waiver requests for the following:

- (1) Acquisition Corps qualifications.
- (2) GS/GM-1102 qualification requirements.

c. The D, AM will endorse waivers for certification of personnel serving in Levels I/II/III.

8-3. PROCEDURES FOR REQUESTING WAIVERS : (See Diagram - Figure 8.1)

a. Waivers Requiring DACM Approval:

(1) The employee will submit the waiver request to the D, AM through the appropriate Chief, Contracting or HQ/AM Division. The employee will fully document the rationale for the waiver based on education, training, and/or experience utilizing one of the following forms as appropriate:

(a) DD Form 2599, Department of Defense General/Flag Officer/Civilian Equivalent-Critical Acquisition Position Assignment-Waiver Request (Figure 8 - Appendix A).

(b) DD Form 2601, Department of Defense Senior Contracting Officer-Waiver Request (Figure 9 - Appendix A).

(c) D Form 2592, Department of Defense Waiver of Assignment Period in Critical Acquisition Positions (Figure 10 - Appendix A).

(2) The D, AM will concur/nonconcur with the waiver request and forward the request to the DeCA ACPB.

(3) The DeCA ACPB will endorse/disapprove the waiver request. If endorsed, the waiver request will go to the DACM for final approval. If disapproved, the waiver is sent back to the employee via the chain of command with the rationale for the disapproval. Copies of approved waivers will be provided to the servicing CPO by the Chief, Contracting or HQ/AM Division.

b. Defense Acquisition Corps Membership:

(1) The employee will submit the waiver request on DD Form 2588, Department of Defense Acquisition Corps Waiver Request (Figure 11 - Appendix A) to the appropriate Chief, Contracting or HQ/AM Division for review and concurrence/nonconcurrence who will forward the request to the D, AM for endorsement. The request must be fully documented with the rationale based on education, experience, and/or training. If disapproved at either level, the request will be returned to the candidate with rationale.

(2) If endorsed, the waiver request is submitted with the application for Corps membership to the DeCA ACPB.

(3) The DeCA ACPB will approve/disapprove the waiver request and notify the employee of the decision through the chain of command. A copy of approved waivers will be provided to the servicing civilian personnel office by the Chief, Contracting or HQ/AM Division. Copies of approved for Contracting/HQ-AM Division Chiefs will be forwarded to the civilian personnel by the applicable Region/Service Center Director/Commander or Director, Acquisition Management.

c. Contracting Officer and 1102 Qualification Requirements:

(1) The employee will use DD Form 2591, Department of Defense Contracting Officer Waiver Request (Figure 12 - Appendix) for contracting officers, and other GS/GM-1102 contracting positions.

(2) The same waiver procedure will apply as described in paragraph 8-3b, above.

d. Levels I/II/III Mandatory Standards: The employee will submit the waiver request using the appropriate waiver form contained in Appendix A, with fully documented rationale for the waiver, to the Chief, Contracting or HQ/AM Division who will endorse the request and forward it to the D, AM for approval/ disapproval. If disapproved, the employee will be notified of the decision through the reverse chain of command with rationale. A copy of the approved waiver will be provided to the servicing civilian personnel office by the Chief, Contracting or HQ/AM Division. Waiver approvals for Contracting/HQ-AM Division Chiefs will be forwarded to civilian personnel by the appropriate Region Service Center Director/Commander or Director, Acquisition Management.

e. Reporting on Waivers:

(1) The Chief, Contracting or HQ/AM Division will ensure that the servicing civilian personnel office receives a copy of the approved waiver request for data input into the automated system.

(2) On a continuing basis, the servicing civilian personnel office will ensure waivers are documented in the automated system for reporting to the DoD.

CERTIFICATION WORKSHEET

Contracting Career Path

Note: Only mandatory DoD requirements are listed. Additional desired standards are found in DoD 5000.52M. Check the requirements below which pertain to you.

Employee's Name _____

___ Pre-Award

___ Post-Award

___ Cost/Price

LEVEL I, II, III EDUCATION REQUIREMENTS:

_____ Have Baccalaureate Degree (as of October 1, 1993); or

_____ have 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education from among disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or passed equivalent examinations, such as DANTEs; or

_____ as of October 1, 1991, have at least 10 years of experience in acquisition positions or comparable positions in other government agencies or the private sector.

LEVEL I, TRAINING REQUIREMENTS

_____ Contracting Fundamentals - CON 101 (formerly management of Defense Acquisition Contracts (Basic) - ALMC-8D-4320)

_____ Contract Pricing - CON 104 (formerly Principles of Contract Pricing-QMT-170)

LEVEL II, TRAINING REQUIREMENTS

_____ All Contracting personnel: Government Contract Law - CON 201 (formerly PPM-302)

_____ Pre-Award personnel: Intermediate Contracting - CON 211 (formerly Management of Defense Acquisition Contracts (Advanced) - ALMC-8D-F12)

_____ Post-Award personnel: Intermediate Contract - Administration - CON 221 (formerly Contract Administration - PPM-304)

_____ Cost/Price personnel: Intermediate Pricing - CON 231 (formerly Quantitative Techniques for Cost and Price Analysis-QMT-345)

_____ Acquisition of Information Resources personnel: Automated Information Systems (AIS) Contracting - CON 241 (formerly Defense Contracting for Information Resources-ALMC-ZX)

LEVEL III, TRAINING REQUIREMENTS

_____ All Contracting personnel: Executive Contracting - CON 301 (formerly Defense Acquisition/Contracting Executive Seminar-ER)

_____ Pre-Award personnel: Executive Pre-Award Contracting - CON 311 (formerly Management of Defense Acquisition Contracts (Executive) ALMC-B5)

_____ Post-Award personnel: Executive Contract Administration - CON 321 (formerly Contract Administration (Executive) PPM-057)

_____ Cost/Price personnel: Executive Cost and Price Analysis - CON 331 (formerly Advanced Contract Pricing QMT-540)

LEVEL I, EXPERIENCE REQUIREMENTS

_____ One year acquisition experience

LEVEL II, EXPERIENCE REQUIREMENTS

_____ Two years contract experience in acquisition position

LEVEL III, EXPERIENCE REQUIREMENTS

_____ Four years contract experience in acquisition position

Signature of employee completing the worksheet

Date

CERTIFICATION WORKSHEET

Purchasing Career Path

Note: Only mandatory DoD requirements are listed, additional desired standards are found in DoD 5000.52M. Check the requirements below which pertain to you.

Employee's Name _____

LEVEL I

EXPERIENCE (No mandatory requirements)

_____ One year of experience in the purchasing career field

EDUCATION (No mandatory requirements)

TRAINING

_____ Small Purchase Fundamentals - Pur 101 (formerly Defense Small Purchase (Basic) ALMC-B3)

LEVEL II

EXPERIENCE

_____ One year of current progressively responsible experience

EDUCATION (No mandatory requirements)

TRAINING (No mandatory requirements)

LEVEL III

EXPERIENCE

_____ Three years of current and progressively responsible experience

EDUCATION (No mandatory requirements)

TRAINING

_____ Executive Small Purchase - PUR 302 (formerly Defense Small Purchase (Advanced) ALMC-B4)

Signature of employee completing the worksheet

Date

CERTIFICATION WORKSHEET

Systems Planning, Research, Development, and Engineering Career Path

Note: Only mandatory DoD requirements are listed. Additional desired standards are found in DoD 5000.52-M. Check the requirements below which pertain to you.

Employee's Name _____

Level I, II, III Education

_____ Bachelor's degree in engineering, physics, chemistry, mathematics, or related fields

Level I

EXPERIENCE

_____ One year science/engineering experience

TRAINING

_____ Systems Acquisition Fundamentals – PMT 101 (formerly Fundamentals of Systems Acquisition Management – DSMC-26) or equivalent

LEVEL II

EXPERIENCE

_____ Two years science/engineering experience

TRAINING

_____ Systems Engineering Management – SYS 201 (formerly DSMC – 28)

LEVEL III

EXPERIENCE

_____ Four years science/engineering experience of which at least one year is in an acquisition position in systems planning, research, development, or engineering

Training (No mandatory training, only desired)

Signature of employee completing the worksheet

Date

CERTIFICATION WORKSHEET

Communications-Computer Systems Career Path

Note: Only mandatory DoD requirements are listed. Additional desired standards are found in DoD 5000.52M. Check the requirements below which pertain to you.

Employee's Name _____

LEVEL I

EXPERIENCE

_____ One year of acquisition experience

EDUCATION (No mandatory requirements)

TRAINING

_____ Basic course in systems acquisition management

_____ One acquisition information systems specialty course

LEVEL II

EXPERIENCE

_____ Two years of communications-computer systems acquisition experience

EDUCATION (No mandatory requirements)

TRAINING

_____ Intermediate course in AIS acquisition management

_____ Intermediate level systems acquisition management course

LEVEL III

EXPERIENCE

_____ Four years of communications-computer systems acquisition experience. Two years must be in a systems program office similar organization.

EDUCATION (No mandatory requirements)

TRAINING

_____ Senior level course in AIS acquisition management

Signature of employee completing the worksheet

Date

MEMORANDUM FOR DIRECTOR, ACQUISITION MANAGEMENT

SUBJECT: Request for Membership in the Defense Acquisition Corps

1. I, _____, request membership in the Defense Acquisition Corps.

2. I meet the requirements for Acquisition Corps membership by using the following criteria (check any applicable criteria):

a. EXPERIENCE:

_____ (1) Employed in a position at the grade of GS-13 or above.

_____ (2) Have 4 years' experience in an acquisition position in the Department of Defense or in a comparable position in industry or government.

b. EDUCATION:

_____ (1) Have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; and

_____ (2) Have 24 semester hours (or the equivalent study) from an accredited institution of higher education from among disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; or

_____ (3) Have 24 semester credit hours (or the equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in B2 (1) above;

_____ (4) Or, as of October 1, 1991 have at least 10 years of experience in acquisition positions or comparable positions in other government agencies or the private sector;

_____ (5) Or, on October 1, 1991 did not meet the 10 years of experience and the education requirements, but occupied an acquisition position. However, has passed DAN TES examination(s) considered acceptable by accredited institution in B2 (1) above, or has completed 24 semester credit hours of education in the discipline above. May use any non-duplicating combination of examinations and academic credits of equal the required semester credit hours. Alternatively, may also have 24 semester hours in person's career field and 12 semester hours from the disciplines listed in B2 (1) above.

c. MANDATORY TRAINING:

_____ (1) Have completed all Level II or III mandatory courses of career field;

_____ (2) Have completed approved equivalent courses for Level II or III of career field;

_____ (3) Have approved DD Form 2518, Fulfillment of DOD Mandatory Training Requirements. for Level III.

d. WAIVERS

_____ (1) I am requesting a waiver from DLA Acquisition Career Program Board. DD Form 2588, Department of Defense Acquisition Corps-Waiver Request is attached.

_____ (2) I have a waiver for training and experience for Level I, II, or III certification (excluding Contracting Officer, GS/GM 1102, and Acquisition Corps) approved by the PLFA Commander.

Documentation is attached.

3. I have attached the following documentation:

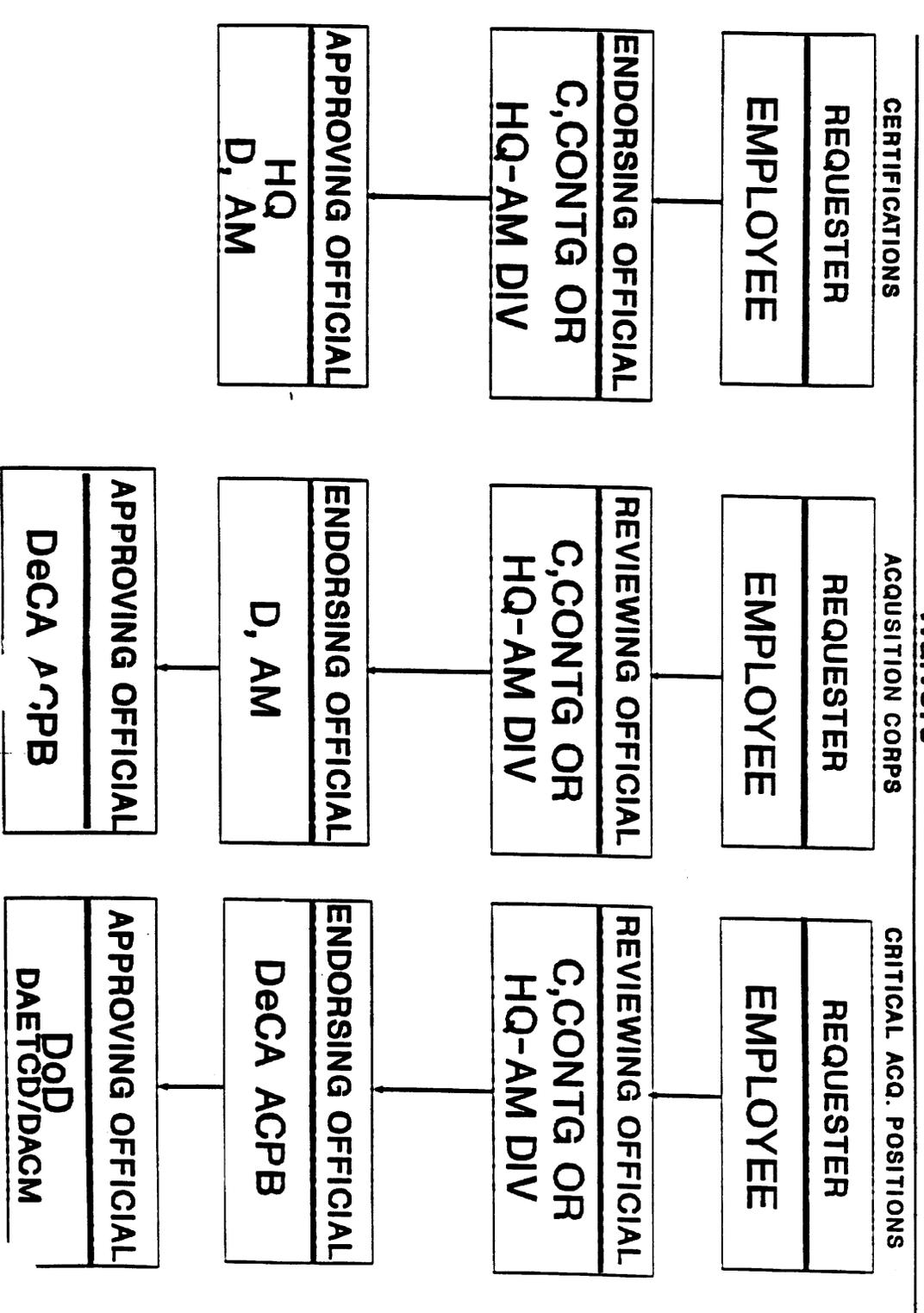
- a. SF 171, personal Statement
- b. College Transcript(s)
- c. DD Form 2518
- d. DD Form 2588

4. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith

Signature

Date

Acquisition Management Waivers



DEPARTMENT OF DEFENSE ACQUISITION CORPS - CERTIFICATION OF ADMISSION	REPORT CONTROL SYMBOL
---	-----------------------

This certifies that _____, Social Security Number _____,
(name)
 was admitted to the _____ Acquisition Corps on _____
(date)

THIS INDIVIDUAL MEETS THE FOLLOWING ADMISSION CRITERIA (X as applicable in order from top to bottom)

1. a. Is employed in a position at the grade of GS/GM-13 or above; OR
- b. Is a member of the U.S. armed forces serving in the grade of major/lieutenant commander or higher; OR
- c. Has been certified by the appropriate career management program board as having experience in industry or government equivalent to a. or b. above; AND
2. a. (1) Has a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; OR
- (2) Has been certified by the appropriate career management program board as possessing significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision-making capabilities, job performance, and qualifying experience; AND
- b. (1) Has 24 semester hours (or the equivalent) of study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; OR
- (2) Has 24 semester credit hours (or the equivalent) from an accredited institution of higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in b.(1) above; OR
- c. As of October 1, 1991 had at least 10 years' experience in acquisition positions or comparable positions in other government agencies or the private sector; OR
- d. On October 1, 1991 did not meet the 10-year experience level in c. above but has passed (an) OP^r certified examination(s) demonstrating knowledge comparable to that of an individual who has completed 24 semester credit hours from among the disciplines listed in b.(1) above; AND
3. Has four years' experience in an acquisition position in the Department of Defense or in a comparable position in industry or government; OR
4. Has been granted a waiver of selected minimum acquisition corps qualification requirements by the appropriate acquisition career program board's certification that the individual possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical ability and decision-making capabilities, job performance, and qualifying experience. A copy of the waiver and its rationale have been submitted to the Director of Acquisition Education, Training and Career Development. The requirement(s) waived is (are):

 and do not include 2.a.(2).

CERTIFICATION.
 This Certification of Admission qualifies the individual for membership in any DoD Acquisition Corps.

a. NAME	c. SIGNATURE	d. DATE SIGNED
b. TITLE		

Figure 1

DEFENSE COMMISSARY AGENCY ACQUISITION PERSONNEL CERTIFICATION/WAIVER <i>(For use of this form, see DeCAH 10-2: OPR is AM.)</i>			EO9397 authorizes use of SSN
PART A - EMPLOYEE INFORMATION			
NAME <i>(Last, First, MI)</i>	SOCIAL SECURITY NUMBER	ORGANIZATION <i>(Code, Activity, Directorate, Division, Branch, etc.)</i>	
EMPLOYEE SIGNATURE		DATE SUBMITTED	
PART B - CERTIFICATION REQUESTED			
TITLE, SERIES, GRADE		LEVEL <i>(I, II or III)</i>	
REQUEST CERTIFICATION <i>(Career Field)</i> <div style="float: right; text-align: center;">CAREER FIELD</div> <div style="clear: both;"></div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Level I <input type="checkbox"/> Level II <input type="checkbox"/> Level III </div> <div style="width: 65%;"> <hr/><hr/><hr/> </div> </div>			
PART C - CERTIFICATION ANALYSIS			
APPLICABLE STANDARD	MET/VERIFIED VIA:	WAIVER REQUESTED <i>(Circle one)</i>	
<input type="checkbox"/> Experience	_____	Yes	No
<input type="checkbox"/> Education	<i>(SF 171, SF 50's)</i>	Yes	No
<input type="checkbox"/> Training	<i>(Transcripts)</i>	Yes	No
<i>(Training from Course Certificate), Form 2518</i>			
RATIONALE FOR WAIVER, if applicable <i>(Attach additional documentation, as warranted)</i>			
PART D - ENDORSING OFFICIAL			
NAME	SIGNATURE	DATE	
ORGANIZATIONAL CODE			
PART E - APPROVAL/DISAPPROVAL OF WAIVER			
NAME <i>(Official Delegated Authority to Waive Standards)</i>	SIGNATURE	DATE	
ORGANIZATIONAL CODE	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <i>(Attach Rationale)</i>		
PART F - CERTIFICATION DECISION			
Certification is <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			DATE
NAME AND SIGNATURE OF OFFICIAL DELEGATED AUTHORITY TO CERTIFY AND/OR WAIVE STANDARDS			

CERTIFICATION WORKSHEET - Contracting Career Path	
NOTE: Only mandatory DOD requirements are listed. Additional desired standards are found in DOD 5000.52-M. Check the requirements below which pertain to you.	
EMPLOYEE'S NAME	<input type="checkbox"/> PRE-AWARD <input type="checkbox"/> POST-AWARD <input type="checkbox"/> COST/PRICE
<p>LEVEL I, II, III EDUCATION REQUIREMENTS</p> <p><input type="checkbox"/> Have Baccalaureate Degree (as of October 1, 1993) <i>or</i></p> <p><input type="checkbox"/> Have 24 semester credit hours (or the equivalent) of study from an accredited institution of higher education from among disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management or passed equivalent examinations, such as DANTES; <i>or</i></p> <p><input type="checkbox"/> As of October 1, 1991, had at least 10 years' experience in acquisition positions or comparable positions in other government agencies or the private sector.</p> <p>LEVEL I, TRAINING REQUIREMENTS</p> <p><input type="checkbox"/> Contracting Fundamentals - CON 101 (formerly Management of Defense Acquisition Contracts (Basic) - ALMC-8D-4320)</p> <p><input type="checkbox"/> Contract Pricing - CON 104 (formerly Principles of Contract Pricing - QMT-170)</p> <p>LEVEL II, TRAINING REQUIREMENTS</p> <p><input type="checkbox"/> All contracting personnel: Government Contract Law - CON 201 (formerly Government Contract Law -PPM-302) - Intermediate Contract Pricing - CON 231 (formerly Cost and Price Analysis-QMT-345)</p> <p><input type="checkbox"/> Pre-Award personnel: Intermediate Contracting - CON 211 (formerly Management of Defense Acquisition Contracts (Advanced) - ALMC-8D-F12)</p> <p><input type="checkbox"/> Post-Award personnel: Intermediate Contract Administration - CON 221 (formerly Post-Award Contract Administration - PPM-304)</p> <p><input type="checkbox"/> Cost/Price personnel: Intermediate Contract Pricing - CON 231 (formerly Quantitative Techniques for Cost and Price Analysis-QMT-345) For FY 95: Mandatory for <u>ALL</u> 1102s not certified at Level II</p> <p><input type="checkbox"/> Personnel Acquiring Information Resources: Automated Information Systems (AIS) Contracting - CON 241 (formerly Defense Contracting for Information Resources - ALMC-ZX)</p> <p>LEVEL III, TRAINING REQUIREMENTS</p> <p><input type="checkbox"/> All Contracting personnel: Executive Contracting - CON 301 (formerly Defense Acquisition/Contracting Executive Seminar-ER)</p> <p><input type="checkbox"/> Pre-Award personnel: Executive Pre-Award Contracting - CON 311 (formerly Management of Defense Acquisition Contracts (Executive) ALMC-B5)</p> <p><input type="checkbox"/> Post Award personnel: Executive Contract Administration - CON 321 (formerly Contract Administration (Executive) PPM-057)</p> <p><input type="checkbox"/> Cost/Price personnel: Executive Cost and Price Analysis - CON 331 (formerly Advanced Contract Pricing QMT 540)</p> <p>LEVEL I, EXPERIENCE REQUIREMENTS</p> <p><input type="checkbox"/> One year acquisition experience</p> <p>LEVEL II, EXPERIENCE REQUIREMENTS</p> <p><input type="checkbox"/> Two years contract experience in acquisition position</p> <p>LEVEL III, EXPERIENCE REQUIREMENTS</p> <p><input type="checkbox"/> Four years contract experience in acquisition position</p>	
SIGNATURE OF EMPLOYEE COMPLETING WORKSHEET	DATE

DeCA Form 10-13, May 94

CERTIFICATION WORKSHEET - Purchasing Career Path	
NOTE: Only mandatory DOD requirements are listed. Additional desired standards are found in DOD 5000.52-M. Check the requirements below which pertain to you.	
EMPLOYEE'S NAME	
LEVEL I (GS 5)	
EXPERIENCE (No mandatory requirements)	
EDUCATION (No mandatory requirements)	
TRAINING	
<input type="checkbox"/>	Purchasing Fundamentals - PUR 101 (formerly Defense Small Purchase (Basic) - ALMC-B3)
LEVEL II (GS 6 - 8)	
EXPERIENCE	
<input type="checkbox"/>	One year of current, progressively responsible experience
EDUCATION (No mandatory requirements)	
TRAINING (No mandatory requirements)	
LEVEL III (GS 9)	
EXPERIENCE	
<input type="checkbox"/>	Three years of current and progressively responsible experience
EDUCATION (No mandatory requirements)	
TRAINING	
<input type="checkbox"/>	Intermediate Purchasing - PUR 201 (formerly Defense Small Purchase (Advanced) - ALMC-B4)
SIGNATURE OF EMPLOYEE COMPLETING WORKSHEET	DATE

DeCA Form 10-13, May 94

DAWIA RECERTIFICATION		
<i>(For use of this form, see DeCAH 10-2: OPR IS AM.)</i>		
This form is used to request recertification: <ul style="list-style-type: none"> - at a higher level in the same career field. - in a career field other than the one in which you are currently certified. - in a job orientation other than the one in which you are currently certified. 		
NAME	SIGNATURE	DATE
JOB SERIES	JOB ORIENTATION (Check one) <input type="checkbox"/> PRE-AWARD <input type="checkbox"/> POST AWARD <input type="checkbox"/> COST & PRICE	
GRADE		
DUTY STATION		
REQUIRED ACTION <i>(Circle appropriate number and fill in blanks)</i>		
1. I am currently certified at Level _____ in the _____ career field and request certification at Level _____ in the same career field.		
2. I am currently certified at Level _____ in the _____ career field and request to be also certified at Level _____ in the _____ career field.		
3. I am currently certified at Level _____ in the _____ career field (specify job orientation) and request certification at Level _____ in the _____ career field (specify job orientation).		
ENDORISING OFFICIAL		
NAME	SIGNATURE	DATE
CERTIFYING OFFICIAL		
NAME	SIGNATURE	DATE
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		
VALIDATING DOCUMENTS ATTACHED <i>(Check those that apply.)</i>		
EXPERIENCE:: <ul style="list-style-type: none"> <input type="checkbox"/> SF 171 <input type="checkbox"/> SF 50 <input type="checkbox"/> OTHER 	TRAINING: <ul style="list-style-type: none"> <input type="checkbox"/> TRAINING CERTIFICATE <input type="checkbox"/> DD FORM 1556 SIGNED BY INSTRUCTOR <input type="checkbox"/> COLLEGE/UNIVERSITY TRANSCRIPT <input type="checkbox"/> COURSE FULFILLMENT REQUEST FORM 	EDUCATION: <ul style="list-style-type: none"> <input type="checkbox"/> COLLEGE/UNIVERSITY DEGREE <input type="checkbox"/> COLLEGE/UNIVERSITY TRANSCRIPT <input type="checkbox"/> EQUIVALENCE EXAM GRADE REPORT

INDIVIDUAL DEVELOPMENT PLAN

(For use of this form, see DeCAH 10-2; OPR is AM.)

Of

THE INDIVIDUAL DEVELOPMENT PLAN (IDP) is drafted by the employee and supervisor to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. Requests for Government-sponsored training should be in accordance with this plan.

PRIVACY ACT STATEMENT

AUTHORITY:

Public Law 85-507, July 7, 1958, The Government Employee's Training Act.

PRINCIPAL PURPOSES:

To increase efficiency and economy in the Government by providing for training programs for civilian officers and employees of the Government with respect to the performance of official duties.

ROUTINE USES:

Records will be processed and maintained by the employee's supervisor and the servicing personnel office of the agency. Information will be made available to the appropriate review authorities. The SSN will be used to accurately identify the employee.

DISCLOSURE:

Disclosure of this information is voluntary. However, failure to provide the requested information may adversely affect the processing of training actions.

INDIVIDUAL DEVELOPMENT PLAN		DATE PREPARED
PART A - EMPLOYEE PERSONAL DATA		
1. NAME (Last, First, MI)		3. POSITION TYPE (X one only)
2. ORGANIZATION MAILING ADDRESS (Branch - Division/ Office/Agency, Street, City, State, ZIP Code)		
4. POSITION TITLE	5. OFFICE TELEPHONE NO.	a. NON SUPERVISORY
6. SOCIAL SECURITY NO.	7. YEARS OF CONTINUOUS CIVILIAN SERVICE	b. SUPERVISORY
		9. SERIES AND GRADE
PART B - CAREER GOALS		
1. SHORT RANGE CAREER GOALS (State career goals for the next one to two years. Specify position titles and grade (if appropriate) or subject area.)		
2. LONG RANGE CAREER GOALS (State career goals for the next three to five years. Specify position titles and grade (if appropriate) or subject area.)		
PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES		
<p>To construct meaningful DEVELOPMENTAL OBJECTIVES, consider the following:</p> <ul style="list-style-type: none"> ! statements that delineate in specific terms the areas of competence the employee needs to acquire (i.e., to develop a working knowledge of DOD EEO objectives so that the employee can uphold these objectives when filling the three vacancies in his/her division). Once specific objectives are stated, different DEVELOPMENTAL ACTIVITIES may be considered to achieve these objectives. For further information, consult "A Manager's Guide to Individual Development Plans," Administrative Instruction 40 or the Employee Career Development and Training Division. ! ! ! 		

NAME (Last, First, MI)		DATE PREPARED		
PART C - DEVELOPMENTAL OBJECTIVES AND PLANNED DEVELOPMENTAL ACTIVITIES TO MEET OBJECTIVES (Continued)				
1. DEVELOPMENTAL OBJECTIVES (State the goal to be derived from the developmental activity or activities in as specific terms as possible. What knowledge, skills or abilities (KSAs) need to be obtained immediately to meet current objectives or to make performance more effective in the present position. Or identify specific areas in which the employee will need to gain competence in order to achieve the short or long range goals stated above. The Developmental Objectives should be stated in the order of priority. SES please see note on page 2.)	2. DEVELOPMENTAL ACTIVITY OR ASSIGNMENT (This may include On-the-job Training, Rotational Assignments, Developmental Projects, Self Study Programs, Formal Training Programs, Correspondence Courses, or Professional Conferences or Seminars.)	3. SOURCE (If possible, identify the organization that will provide the developmental activity.)	4. PROPOSED SCHEDULE (Developmental activity by quarter that reflects priority of immediate and long range needs.)	5. ACTION TAKEN (List actual action taken and date of completion.)

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NAME (Last, First, MI)		DATE PREPARED	
PART D - SIGNIFICANT PRIOR TRAINING AND DEVELOPMENT RELATED TO THE DEVELOPMENTAL OBJECTIVES <i>(Include government-sponsored and self-development assignment programs, activities or academic programs. If additional space is needed, attach additional page.)</i>			
1. NAME OF COURSE		2. NAME OF TRAINING CENTER	
4. IF NO CAREER DEVELOPMENT IS DESIRED OR NEEDED AT THIS TIME, PLEASE STATE SPECIFIC REASONS WHY. (Space may be used for comments on how the Individual Development Plan is to be implemented; for example, if a specific progression of developmental activities is critical, it should be stated.)			
PART E - CONCURRENCE AND APPROVAL		APPROVED - ACQUISITION CORPS ONLY	
CONCURRENCE			
1. EMPLOYEE			
a. SIGNATURE	b. DATE SIGNED		
2. SUPERVISOR			
a. TYPED OR PRINTED NAME (Last, First, MI)			
b. POSITION TITLE		c. TELEPHONE NUMBER	
d. SIGNATURE		e. DATE SIGNED	
3. PROGRAM MANAGER, ACQUISITION CAREER PROGRAM BOARD			
a. SIGNATURE			
b. DATE SIGNED			

FULFILLMENT OF DOD MANDATORY TRAINING REQUIREMENT			
<u>Privacy Act Statement</u>			
<u>AUTHORITY:</u>	EO 9397, November 1943 (SSN).		
<u>PRINCIPAL PURPOSE(S):</u>	To evaluate and determine the status of mandatory acquisition training. The purpose of soliciting the Social Security Number is for positive identification.		
<u>ROUTINE USE(S):</u>	The information provided is used for verification by the individual's supervisors and the individual's personnel office to ensure that mandatory acquisition training requirements have been fulfilled.		
<u>DISCLOSURE:</u>	Voluntary; however, failure to provide requested information may preclude an effective evaluation to determine an individual's status of mandatory acquisition training. Failure to provide the Social Security Number will not nullify the purpose or use of the requested information.		
SECTION I - INDIVIDUAL REQUEST (Type or print in ink)			
1. NAME (Last, First, Middle Initial)	2. COURSE NUMBER		
3. COURSE TITLE	4. COURSE LEVEL (Entry, Intermediate, Senior, etc.)		
5. STATEMENT I propose that the skills and knowledge provided by the DoD mandatory course identified above have been obtained by experience, education, equivalency test, or alternate training. Based on the attached justification, I request that this be considered fulfillment of the mandatory training requirement indicated.			
6. SIGNATURE	7. DATE SIGNED (YYMMDD)	8. SOCIAL SECURITY NUMBER	
9. TITLE		10. SERIES	11. GRADE RANK
12. OFFICE SYMBOL	13. LOCATION	14. CURRENT LEVEL (Entry, Intermediate, Senior, etc.)	15. DATE ENTERED CURRENT LEVEL (YYMMDD)
SECTION II - SUPERVISOR'S RECOMMENDATION			
16. CONCURRENCE / NONCONCURRENCE (X one) <input type="checkbox"/> a. CONCUR - INDIVIDUAL HAS GAINED REQUISITE SKILLS AND KNOWLEDGE AS PROPOSED IN SECTION I <input type="checkbox"/> b. DO NOT CONCUR (Return request to individual)			
17. SUPERVISOR SIGNATURE		18. DATE SIGNED (YYMMDD)	
19. DUTY TITLE	20. OFFICE SYMBOL	21. LOCATION	
SECTION III - DISPOSITION			
22. APPROVAL / DISAPPROVAL (X one) <input type="checkbox"/> a. APPROVED <input type="checkbox"/> b. DISAPPROVED			
23. SIGNATURE OF APPROVING OFFICIAL		24. DATE SIGNED (YYMMDD)	
25. DUTY TITLE	26. OFFICE SYMBOL	27. LOCATION	

DD Form 2518, SEP 88

Previous editions are obsolete

Figure 5

REQUEST FOR MEMBERSHIP IN THE DEFENSE ACQUISITION CORPS <i>(For use of this form, see DeCAH 10-2; OPR is AM.)</i>		
1. TO DeCA/AM	2. FROM <i>(Name (Last, First, MI))</i>	
4. REQUIREMENTS FOR ACQUISITION CORPS MEMBERSHIP <i>(Check all that apply)</i>		
<p>A. EXPERIENCE</p> <p><input type="checkbox"/> (1) Employed in a position at the grade of GS-13 or above.</p> <p><input type="checkbox"/> (2) Have 4 years' experience in a contracting position in the Department of Defense or in a comparable position in industry or government.</p> <p>B. EDUCATION</p> <p><input type="checkbox"/> (1) Have a baccalaureate degree from an accredited educational institution authorized to grant baccalaureate degrees; <i>and</i></p> <p><input type="checkbox"/> (2) Have 24 semester credit hours (or the equivalent) study from an accredited institution of higher education from among the following disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management; <i>or</i></p> <p><input type="checkbox"/> (3) Have 24 semester credit hours (or the equivalent) from an accredited institution of</p>	<p>higher education in the person's career field and 12 semester credit hours (or the equivalent) from such an institution from among the disciplines listed in 4B(2) above; <i>or</i></p> <p><input type="checkbox"/> (4) On October 1, 1991, have at least 10 years' experience in acquisition positions or comparable positions in other government agencies or the private sector; <i>or</i></p> <p><input type="checkbox"/> (5) On October 1, 1991, did not meet the 10 years of experience and the education requirements, but occupied an acquisition position. However, has passed DANTES examination(s) considered acceptable by accredited institution in 4B(1) above, or has completed 24 semester credit hours of education in the disciplines listed above. May use any non-duplicating combination of examinations and academic credit of equal the required semester credit hours. Alternatively, may also have 24 semester hours from the disciplines listed in 4B(2) above.</p>	<p>C. MANDATORY TRAINING</p> <p><input type="checkbox"/> (1) Have completed all Level II or III mandatory courses of career field;</p> <p><input type="checkbox"/> (2) Have completed approved equivalent courses for Level II or III of career field;</p> <p><input type="checkbox"/> (3) Have approved DD Form 2518, Fulfillment of DOD Mandatory Training Requirements, for level II or III.</p> <p>D. WAIVERS</p> <p><input type="checkbox"/> (1) I am requesting a waiver from the DeCA Acquisition Career Program Board. DD Form 2588, Department of Defense Acquisition Corps - Waiver Request is attached.</p> <p><input type="checkbox"/> (2) I have a waiver for one or more of the following mandatory requirements: experience, education, training for Level II or Level III. Level II/III waivers must be approved by the DeCA Acquisition Career Program Board (ACPB) and the DOD DACM, respectively.</p>
5. THE FOLLOWING DOCUMENTATION IS ATTACHED <i>(Check all that apply)</i>		
<p><input type="checkbox"/> SF 171, Application for Federal Employment</p> <p><input type="checkbox"/> College Transcript(s)</p> <p><input type="checkbox"/> DD Form 2518, Fulfillment of DOD Mandatory Training Requirement</p> <p><input type="checkbox"/> DD Form 2588, Acquisition Corps - Waiver Request</p>		
<p>I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF MY STATEMENTS ARE TRUE, CORRECT, COMPLETE AND MADE IN GOOD FAITH.</p>		
SIGNATURE	DATE	

DeCA Form 10-14, Jun 94

Figure 6

DEPARTMENT OF DEFENSE CRITICAL ACQUISITION POSITION - ROTATION REVIEW SUMMARY		REPORT CONTROL SY::SOL
APPOINTMENT / ORGANIZATION		
1. TO (Acquisition Career Program Board (ACPB))	2. VIA (Reviewing Official)	3. FROM (Organization and Address)
POSITION DATA		
4. POSITION NUMBER	5. JOB TITLE	6. GRADE / RANK
7. ORGANIZATION / LOCATION		8. MILITARY RESERVED POSITION (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO
INCUMBENT IDENTIFICATION AND PERSONAL DATA		
NAME (Last, First, Middle Initial)		10. GRADE / RANK
		11. SSN
12. ACQUISITION CAREER FIELD	13. DATE OF ASSIGNMENT TO CURRENT POSITION (YYMM)	14. DATE OF REVIEW (YYMM)
15. DISPOSITION. A review has been conducted to determine whether it is in the best interest of the Government and the incumbent to reassign the individual from the acquisition position under review. After reviewing all relevant factors, it has been determined that: (X one)		
<input type="checkbox"/> THE INCUMBENT SHOULD REMAIN IN THE PRESENT POSITION		
<input type="checkbox"/> THE INCUMBENT SHOULD BE REASSIGNED TO ANOTHER POSITION (Complete item 17)		
16. DATE OF NEXT REVIEW (YYMM)	17. PLANNED NEW POSITION	
	a. JOB TITLE	b. GRADE / RANK
		c. ORGANIZATION
18. REQUESTING OFFICIAL		
a. TYPED NAME	b. GRADE / RANK	c. ORGANIZATION
SIGNATURE		e. DATE
19. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED	a. NAME
		b. DATE

DD Form 2602. SEP 91

Figure 7

DEPARTMENT OF DEFENSE SENIOR CONTRACTING OFFICIAL - WAIVER REQUEST			REPORT CONTROL SYMBOL
COMPONENT/ORGANIZATION			
1. TO (Component Acquisition Executive (CAE))		2. VIA (Director, Acquisition Career Management (DACM))	
3. COPY TO (USD(A)AET&CD)		4. FROM (Organization and Address)	
POSITION DATA			
5. POSITION NUMBER	6. POSITION TITLE	7. GRADE/RANK	8. OCCUPATIONAL SERIES/SPECIALTY
IDENTIFICATION AND PERSONAL DATA			
9. NAME (Last, First, Middle Initial)		10. GRADE/RANK	11. SSN
12. ACQUISITION CAREER FIELD		13. OCCUPATIONAL SERIES/SPECIALTY	
14. WAIVER REQUEST (X one)			
<input type="checkbox"/> ABSENCE OF FOUR YEARS' CONTRACTING EXPERIENCE		<input type="checkbox"/> NON-ACQUISITION CORPS MEMBER	
REQUEST BASED ON DETERMINATION THAT INDIVIDUAL POSSESSES THE FOLLOWING QUALIFICATIONS THAT OBLVATE THE NEED OR MEETING THE EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS (Written narrative - use other side if needed)			
16. REQUESTING OFFICIAL			
a. TYPED NAME		b. GRADE	c. ORGANIZATION
SIGNATURE			e. DATE
COMPONENT APPROVING OFFICIAL			
a. TYPED NAME		b. TITLE	
c. SIGNATURE			d. DATE

DD Form 2601, SEP 91

Figure 9

DEPARTMENT OF DEFENSE WAIVER OF ASSIGNMENT PERIOD IN CRITICAL ACQUISITION POSITIONS				REPORT CONTROL SYMBOL
COMPONENT / ORGANIZATION				
1. TO (Service Acquisition Executive / DACM)		2. VIA (Acquisition Career Program Board (ACPB))		
3. COPY TO (USDXA) AET&CD		4. FROM (Organization and Address)		
POSITION DATA				
5. POSITION NUMBER		6. POSITION TITLE		7. ORGANIZATION
8. UIC	9. GRADE/RANK	10. OCCUPATIONAL SERIES/SPECIALTY	11. ACQUISITION POSITION CATEGORY	
INCUMBENT IDENTIFICATION AND PERSONAL DATA				
12. NAME (Last, First, Middle Initial)		13. GRADE/RANK	14. SSN	
15. ACQUISITION CAREER FIELD	16. OCCUPATIONAL SERIES/SPECIALTY	17. DATE ASSIGNED TO POSITION (YYMM)	18. PROPOSED REASSIGNMENT DATE (YYMM)	
19. WAIVER REASON (X one)				
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> REASSIGNMENT IN GOVERNMENT'S INTEREST	<input type="checkbox"/> HUMANITARIAN REASSIGNMENT / DISCHARGE		
20. NARRATIVE				
21. REQUESTING OFFICIAL				
a. TYPED NAME		b. SERVICE / AGENCY TITLE		
c. SIGNATURE			d. DATE	
22. SERVICE ACQUISITION EXECUTIVE / DACM ACTION (X one)				
<input type="checkbox"/> GRANTED	<input type="checkbox"/> DISAPPROVED	a. SIGNATURE	b. DATE	

DD Form 2592, SEP 91

Figure 10

DEPARTMENT OF DEFENSE ACQUISITION CORPS - WAIVER REQUEST		REPORT CONTROL SYMBOL
COMPONENT / ORGANIZATION		
0 (Director, Acquisition Career Management (DACM))		2. VIA (Acquisition Career Program Board (ACPB))
3. COPY TO (USD(A)AET&CD)		4. FROM (Organization and Address)
5. NAME (Last, First, Middle Initial)		6. GRADE / RANK
		7. SSN
8. ACQUISITION CAREER FIELD	9. OCCUPATIONAL SERIES / SPECIALTY	10. CURRENT JOB TITLE
11. WAIVER REQUESTED (X as applicable)		
a. ABSENCE OF EDUCATION (X one)		
<input type="checkbox"/>	Baccalaureate Degree (ACPB Certification Required)	<input type="checkbox"/> 24 Semester Credit Hours OR <input type="checkbox"/> 24 Semester Credit Hours in Career Field and 12 Semester Credit Hours in Specified Disciplines
b. ABSENCE OF EXPERIENCE (Less than 4 years' experience in an acquisition position)		
c. ABSENCE OF MINIMUM GRADE		
12. REQUEST BASED ON (X as applicable)		
<input type="checkbox"/>	DEMONSTRATED ANALYTICAL AND DECISION-MAKING CAPABILITIES	<input type="checkbox"/> JOB PERFORMANCE
		<input type="checkbox"/> QUALIFYING EXPERIENCE
		<input type="checkbox"/> ALL OF THE ABOVE
13. DESCRIPTIVE NARRATIVE RATIONALE		
14. REQUESTING OFFICIAL		
a. TYPED NAME		b. GRADE
		c. ORGANIZATION
d. SIGNATURE		e. DATE
15. ENDORSING OFFICIAL		
a. TYPED NAME		b. GRADE
		c. ORGANIZATION
SIGNATURE		e. DATE
16. ACQUISITION CAREER PROGRAM BOARD ACTION (X one)		
<input type="checkbox"/>	GRANTED	<input type="checkbox"/>
<input type="checkbox"/>	DISAPPROVED	a. ACPB NAME
		b. DATE

DD Form 2588, SEP 91

Figure 11

REFERENCES

1. Title XII of Public Law 101501, National Defense Authorization Act for Fiscal year 1991
2. DoD Directive 5000.52, Defense Acquisition Education, Training, and Career Development Program, October 25, 1991
3. DoD 5000.52M, Career Development Program for Acquisition Personnel, November 15, 1991
4. DoD Directive 5000.57, Defense Acquisition University, October 22, 1991
5. DoD Directive 5000.58, Defense Acquisition Workforce, January 14, 1992
6. DoD Instruction 5000.55, Reporting Management Information on DoD Military and Civilian Acquisition Personnel and Positions, November 1, 1991
7. DoD Directive 1400.24, Civilian Mobility Program, October 20, 1989
8. DoD Regulation 5000.58-R, The Acquisition Career Management Program, January 19, 1993
9. DoD Guide, ADS-93-01-GD, Mandatory Course Fulfillment Program and Competency Standards, January 21, 1993

GLOSSARY

1. Acquisition. The planning, design, development, testing, contracting, production, introduction, acquisition logistics support, and disposal of systems, equipment, facilities, supplies, or services that are intended for use in, or support of, military missions.
2. Acquisition Career Program Board (ACPB). Board that advises DoD component acquisition executives in managing the accession, training, education, and career development of military and civilian personnel in the acquisition workforce, in selecting individuals for an Acquisition Corps, and in waiving certain requirements permitted by law or regulation.
3. Acquisition Corps. A subset of a DoD Component's acquisition workforce, composed of selected military and civilian personnel in grades of Lieutenant Commander, Major, General Schedule and/or General Manager (GS/GM) 13, and above, who are acquisition professionals. There is one Acquisition Corps for each Military Department and one for all other DoD Components (including the OSD and the Defense Agencies).
4. Acquisition Experience. Experience gained while assigned to an acquisition position. Also includes intern, exchange, education or training with industry, and other acquisition developmental assignments. Includes experience in DoD acquisition positions and in comparable positions outside the Department of Defense. (No more than 1 year of a period of time spent pursuing a program of academic training or education may be counted as acquisition experience).
5. Acquisition Function. A group of related acquisition workforce activities having a common purpose within the DoD acquisition system. There are seven acquisition functions: acquisition management; procurement and contracting; business, cost estimating and financial management; auditing; production; acquisition logistics; science and engineering. These seven functions are an aggregation of the 12 Career Fields defined in below.
6. Acquisition Logistics. The process of systematically identifying, developing, assessing, purchasing, and upgrading logistics requirements through the acquisition process.
7. Acquisition Organization. An organization, including its subordinate elements, whose mission includes planning, managing and/or executing acquisition programs which are governed by DoD Directive 5000.1, DoD Instruction 5000.2) and related issuance's.
8. Acquisition Positions. Civilian positions and military billets that are in the DoD acquisition system, have acquisition duties, and fall in an acquisition position category established by the USD(A). While most frequently located in organizations having an acquisition mission, acquisition positions are also located in management headquarters organizations, management headquarters support organizations, and other organizations.
9. Acquisition Position Categories. Functional subsets of acquisition positions. There are 14 acquisition position categories: program management; program management oversight; communication-computer systems; contracting (to include contracting for construction); purchasing (to include procurement assistant); industrial property management; business, cost estimating and financial management; auditing; quality assurance; manufacturing and production; acquisition logistics; systems planning, research, development and engineering; test and evaluation engineering; education, training and career development.

10. Acquisition Workforce. The personnel component of the acquisition system. The acquisition workforce includes permanent civilian employees and military members who occupy acquisition positions, who are members of an Acquisition Corps, or who are in acquisition development programs.

11. Career Advisors. Persons designated by individual commands or organizations who are typically responsible for maintaining a current knowledge of career development programs, the sources of and availability of mandatory training, and administrative procedures for obtaining funding and training.

12. Career Development. The professional development of employee potential by integrating the capabilities, needs, interests, and aptitudes of employees participating in a career program through a planned, organized, and systematic method of training and development designed to meet organizational objectives. It is accomplished through the combination of work assignments, job rotation, training, education, and self development programs.

13. Career Field. One or more occupations that require similar knowledge and skills. There are 12 acquisition career fields: program management; communications computer systems; contracting (to include contracting for construction); purchasing (to include procurement assistant); industrial property management: business, cost estimating and financial management; auditing; quality assurance: manufacturing and production; acquisition logistics: systems planning, research, development and engineering; test and evaluation engineering.

14. Career Levels. Groupings of education, training, and experience standards that provide the framework for progression within a career field. There are three career levels: (I) entry or basic, (II) intermediate; and (III) senior.

15. Career Management. A continuing process by which employees in specific career fields are identified and developed, administered under a formal program, and assigned or selected to fill positions of increasing responsibility and to provide a staff of proficient employees within the Department of Defense.

16. Career Program. A comprehensive operating plan for administering career management within a career field that includes work force analysis; forecasting and planning; and the systematic selection, development, assessment, utilization, and retention of employees.

17. Certification. A process through which it is determined that an individual meets all the minimum requirements (education, training, experience) established for his or her acquisition career field or position or for membership in an Acquisition Corps.

18. Certification Level. The level at which an incumbent in an acquisition position is required to function. Level I is the entry level (typically civilian grades GS 5-7, military officer grades 0103, and enlisted grades E4E7). Level II is the intermediate level (typically civilian grades GS 912, military 0304 and E7-E9). Level III is the senior level (typically grades GS/GM 13 and above, Senior Executive Service, and military grades 05 and above).

19. Component Acquisition Executive (CAE). A single official within the DoD who is responsible for all acquisition functions within that component. This includes Service Acquisition Executives for the Military Departments and Acquisition Executives in other DoD components who have overall acquisition management responsibilities (Reference: DoD Instruction 5000.2).

20. Continuing Education and Training. A mandatory education or training standard established by a Functional Advisor or Functional Board, which is determined to be essential for maintaining currency in a career field and must be accomplished by members of the acquisition workforce in the career field for which the standard is established regardless of the individual's certification level.

21. Contracting. Purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements (Reference: FAR, Part 2.101).
22. Contracting Officer. A person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings (Reference: FAR, Part 2.101).
23. Critical Acquisition Position. Those senior positions carrying significant responsibility, primarily involving supervisory or management duties, in the DoD acquisition system. Those positions are designated by the Secretary of Defense, based on the recommendations of the DoD Component Acquisition Executives, and include any acquisition position required to be filled by an employee in the grade of GS/GM 14 or above, or military grade O5, or above. Also specifically includes all the Program Executive Officers, the Deputy Program Executive Officers, the PMs and the Deputy PMs for major defense acquisition programs, and the PMs of significant non-major programs. (Reference: Section 1733 of Lo U.S.C.)
24. Developmental Acquisition Position. A position designed and used specifically to provide a period of supervised acquisition experience and/or training. Such positions may be at any grade level; if a developmental position is a critical acquisition position, then assignment of a person who is not a member of an Acquisition Corps requires a waiver. Specifically excluded from being designated as a developmental acquisition position are the positions of PEO, PM or Deputy PM, positions in which the duties involve managing or supervising acquisition personnel, and other positions that are essential to the acquisition process.
25. Director of Acquisition Career Management (DACM). The official appointed to assist a component acquisition executive in the performance of his or her duties as they relate to the training, education, and career development of the acquisition workforce of that Component (Reference: 10 U.S.C. 1705).
26. Employee. DoD civilian and military personnel. The terms "member," "personnel," and collectively "acquisition workforce" as used in the context of this regulation are synonymous with the term "employee."
27. Equivalent Course or Program. A course or program that has been determined the appropriate level of knowledge and would enable individual to take the course or program to perform as if they had completed a designated, mandatory course under the Defense Acquisition Education and Training Program.
28. Fulfillment. Granting credit for training requirements fulfilled by alternate methods, such as, equivalent training, education courses, examinations and job experience. Fulfillments are processed on the DD Form 2518, Fulfillment of DoD Mandatory Training Requirement.
29. Function. An acquisition function, e.g., procurement and contracting; business, cost estimating and financial management; auditing; production; acquisition logistics; science and engineering.
30. Functional Area. Same as Acquisition Function: "Acquisition management; procurement and contracting; business, cost estimating and financial management auditing; production; acquisition logistics; science and engineering.
31. "Grandfathering". Is a provision under the DAWIA exempting certain employees from the mandatory education/experience/training standards. (See Chapter 3-Certification Procedures.)
32. Head of Contracting Activity (HCA). The official who has overall responsibility for managing a contracting activity. A contracting activity is an element of a DoD component to which the component head

has delegated broad authority regarding procurement and acquisition. Organizations that are "contracting activities" are listed at part 202.101(a) of the DFARS.

33. Individual Development Plan (IDP). A document used to lay out an individual's education, training, and experience needs for orderly progression within the career field and to plan for the fulfillment of these needs. It is combined effort of the civilian employee, supervisor, and employee development specialist, as appropriate.

34. Mandatory DoD Acquisition Course. A course of study that has been identified by the USD (A) as meeting an established DoD education and training requirement. These courses provided a common, non-component specific foundation of knowledge for each acquisition function. Each of the following courses is mandatory within one or more career programs, or is mandatory to qualify for certain assignments, or both:

a. Career-development Mandatory Course. A course that must be taken for an employee to be certified at Level I, II or III within one of the career fields. Example: Government Contract Law is mandatory for Level II of the contracting and the manufacturing and production career fields.

b. Qualification Mandatory Course. A course that must be completed for an employee to be eligible to perform certain duties or to be given certain assignments.

c. Both a & b. Example: The Program Management Course is mandatory for Level III of the program management career field AND is mandatory before assignment as PM or deputy PM or an Acquisition Category I or Acquisition Category program.

35. Program Manager (PM). A military or civilian official who is responsible for managing an acquisition program (DoD Instruction 5000.20). With respect to a major or significant non-major defense acquisition program, the term "program manager" means the member of an Acquisition Corps responsible for managing the program, regardless of the title given the member (Reference: 10 U.S.C. 1737(a)(1)).

36. Waiver. Exempting someone from completing required experience, education or training prescribed in the DoD 5000.52M without certifying that the person has gained knowledge from experience, formal education or other training. (Fulfillment of requirements by alternate methods is not considered a "waiver" of requirements.)