

International Acquisition (INTL) Career Path Implementing Instructions and Guidance

Effective date: 27 March 2015

References:

- (a) Under Secretary of Defense (Acquisition, Technology and Logistics) Memo on the Expansion of International Acquisition (INTL) Career Path, dated 2 September 2014
- (b) Acquisition Workforce Position Category Description (PCD) – International Acquisition, dated 2 September 2014
- (c) Director, International Cooperation Memo with Supplemental Instructions for the Expansion of the International Acquisition Career Path

Implementing Instructions:

1. Reference (a) directed the coding of International Acquisition Specialty positions in any Acquisition Workforce functional areas. Coding enables personnel to get the international acquisition training they need to accomplish their mission and also allows Under Secretary of Defense (Acquisition, Technology & Logistics) a means to manage the International Acquisition workforce. While coding is already underway, Components are reminded to code positions or billets using the following guidance:
 - a. Reference (b) provides the applicable Position Category Description (PCD) for International Acquisition. Use this document, along with the information in the DoD Desk Guide for Acquisition, Technology, and Logistics Workforce Career Management, to determine which defense acquisition positions should be designated as INTL.
 - b. Civilian personnel: INTL coding for civilian personnel should be done within the Defense Civilian Personnel Data System (DCPDS) under Work Structures/Position/Description/Extra Information/ Acquisition Program Information. Enter "I" in Job Specialty 1 field to indicate International Acquisition assignment.
 - c. Military personnel: INTL coding for military personnel should be done in each Military Departments manpower system in a manner that's consistent with coding for other acquisition functional areas.
2. Components are responsible for effecting appropriate adjustments in their uniform and/or Director, Acquisition Career Management (DACM) information systems -- including coding of all INTL positions in various DAWIA career fields as well as establishment of a corresponding mechanism to record completion of Defense Acquisition University (DAU) courses to generate compliance reporting.

3. Reference (c) includes the Training Standards and Core Plus Development Guide for International Acquisition, which may also be found online at <http://icatalog.dau.mil/onlinecatalog/careerLv1Int.aspx?v1=1&cfld=18>. This guide serves as the career path development model that personnel in INTL-coded billets and their supervisors should use to plan appropriate IA training.

- a. The “Types of Duty” in the guide are consistent with guidance in the PCD.
- b. The “Core Training Standards” are broken out in Level 1/2/3 format similar to all other DAWIA functional areas. Employees in INTL-coded billets are authorized 24 months to complete the “Core Training Standards.”
- c. The “Unique Position Training Standards” are unique to each billet and at the discretion an employee’s supervisor. For example, if a coded position primarily involves International Cooperative Programs, the supervisor should advise an employee to take PMT 304, Advanced International Management Workshop.
- d. The “Core Plus Development Guide” lists desired training for different types of INTL duties. This training is primarily accomplished via Continuous Learning modules.
- e. The above training should be reflected in an employee’s Individual Development Plan and may also be included as part of an employee’s annual appraisal.
- f. Defense Acquisition Workforce may meet the INTL career path training requirements by either taking the appropriate DAU course(s), attending an equivalent course(s), or by completing the course requirement(s) through the fulfillment program in accordance with current policy. Fulfillment guides are available at <http://icatalog.dau.mil/DAUFulfillmentPgm.aspx>

4. Once INTL positions are coded pursuant to paragraph 1. above, Components are responsible for ensuring position incumbents are provided an opportunity to complete the training requirements in a manner consistent with their DAWIA career field certification requirements, if not already completed.

5. Component Defense Acquisition Career Managers must:

- a. Advise the IA Specialty Functional Leader’s Executive Secretary, Col Mike Malley, Michael.e.malley.mil@mail.mil, of progress and, if applicable, any adverse impacts (as well as steps being taken to remediate them), regarding these implementing instructions.
- b. Develop and disseminate Component implementing instructions and guidance.
- c. Coordinate with your respective human resource departments in order to code positions so that all implementation actions are completed
- d. At the earliest opportunity, advise affected DAWIA personnel who have not completed their appropriate INTL training so that they can take necessary action to meet these requirements.

e. Components' quarterly reporting requirements should reflect INTL coding and INTL career path requirements described herein.