Print Form

DOD ACQUISITION POSITION DESCRIPTION CODING SHEET (APDCS)

INSTRUCTIONS

1. The completion of this coding sheet (CS) applies to those DOD civilian and military personnel serving in acquisition positions.

2. This CS must be completed, signed, and attached to each civilian Position Description (OF-8) and Request for Personnel Action (SF-52-B), and to each Office of the Secretary of Defense Request for Nomination and Position Description of Military Personnel (SD Form 37) that relates to new or revised acquisition positions. Positions being deleted from the acquisition workforce require only the completion of CS questions 1 and 2, and the immediate supervisor's signature.

3. For questions asked, provide only ONE answer per question. Information on the CS is interrelated; leaving questions unanswered, that should be answered, will affect the entry of other CS data into the database. Contact your Component Acquisition Workforce Manager if you have questions related to the completion of this CS.

4. The reporting and maintenance of this CS data is required under the Defense Acquisition Workforce Improvement Act (DAWIA) and is outlined in DoD Instruction 5000.55. Related definitions can be found in DoD Instruction 5000.55 and in DoDI 5000.66.

NOTE: This CS will be updated as changes occur in reporting requirements outlined in DoD Instruction 5000.55 and DODI 5000.66.

Please print or type all information.

1. INCUMBENT

a. NAME *(Last, First, Middle Initial)*	**b. SSN**	**c. POSITION DESCRIPTION NO.**

b.(1) POSITION VACANT *(X)* →	☐	**(2) POSITION DESCRIPTION NO.**

2. DESIGNATION OF POSITION IN THE ACQUISITION WORKFORCE *(Select from drop down)*

NEW (to Acquisition Workforce)

REVISED POSITION DESCRIPTION NO.

3. ACQUISITION CAREER LEVEL REQUIRED FOR THE POSITION (Career Level-JYL) :

1 - Entry Level (Level I - GS-5-8; YA-1, YB-1-2, YC-1, YD-1, YF-1, YE-2, YB all levels; NH-2, NJ-2-3)

4. ACQUISITION CONTRACTOR JOB SITE (Job Site-JYM):

N-50% or less time spent on contractor site

5. ACQUISITION POSITION TYPE (Critical Position-JYN) ***NOTE: If the grade is GS-14 or equivalent or O5 and above, the position is typically coded 1,2,5,or 6. If the position is GS-13 or equivalent or military O4 and below, the position should normally be coded 3 or 4 . The most frequently used code is 4.***

1 - Critical Acquisition Position & not a division head

6. ACQUISITION JOB SPECIALTY-PRIMARY (Job Specialty 1-JYP) ***NOTE: Items 6 and 7 apply primarily to the Contracting Career Field and to Contracting Officers regardless of career field. Also applies to specialty assignment. Otherwise, leave blank.***

7. ACQUISITION JOB SPECIALTY-SECONDARY (Job Specialty 2-JYQ) ***NOTE: Items 6 and 7 apply primarily to the Contracting Career Field and to Contracting Officers regardless of career field. Also applies to specialty assignment. Otherwise, leave blank.***

8. ACQUISITION POSITION CAREER CATEGORY (Career Category-JYR): ***NOTE: The Acquisition Position Categories are described at the following URL: http://www.dau.mil/workforce/pages/pcds.aspx***

A-Program Management

9. ACQUISITION PROGRAM INDICATOR (Program Type-JYS): ***NOTE: Applies to Item 5 Acquisition Position Type-Critical Position-KLP above. All CAP-Key Leadership Positions should have a corresponding program type. Otherwise leave blank.***

10. ACQUISITION SPECIAL ASSIGNMENT (Special Assignment-JYT): ***NOTE: Applies to Item 5 Acquisition Position Type-Critical Position-KLP above. All CAP-Key Leadership Positions should have a corresponding special assignment. Otherwise leave blank.***

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11. ACQUISITION WORKFORCE VERIFICATION	
a. IMMEDIATE SUPERVISOR OF THE POSITION	
(1) SIGNATURE	(2) DATE
b. CODING SHEET INFORMATION INPUT BY:	
(1) SIGNATURE OF STAFF MEMBER FROM THE HRSC, PERSONNEL INFORMATION MANAGEMENT DIRECTORATE, (PIMD), OR THE MILITARY PERSONNEL DIVISION	(2) DATE
c. CODING SHEET INFORMATION REVIEWED BY:	
(1) SIGNATURE OF REVIEWING PERSONNEL SPECIALIST	
	(2) DATE

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